User Manual

Easy Gym Fit

Version: 1.0

Date: November. 2025

Software Version: 6.1.1_R

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.

For further details, please visit our Company's website www.zkteco.com.

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1 User Management

1.1 User Management

1.1.1 User

The user module helps you create users, update gym details, import and export details, make payments, process renewals, and enable or disable the app.

Add User (New)

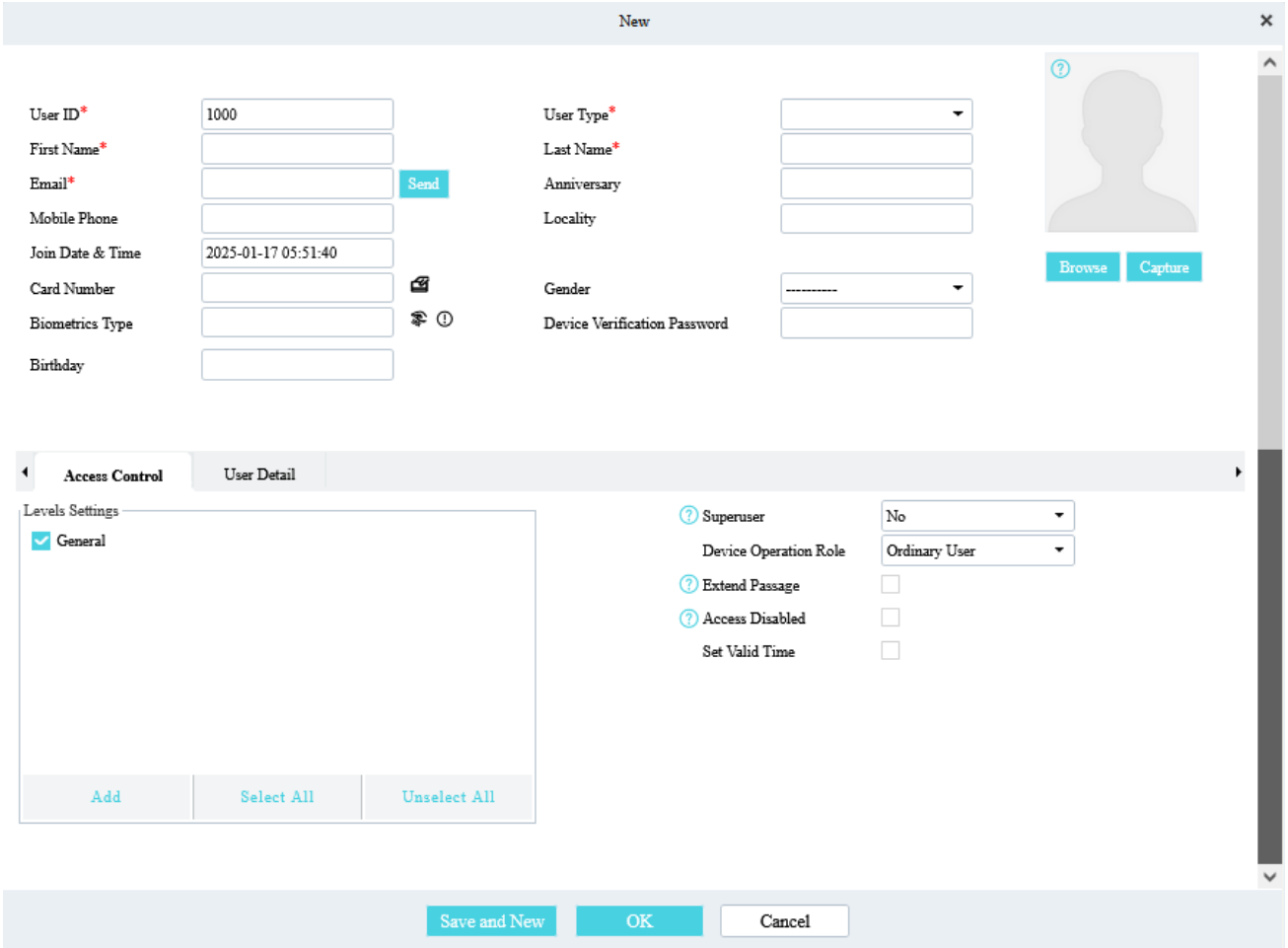
This section describes how to add a new user to user management in Easy Gym Fit.

Operation Steps

Step 1: In the User Management Module, choose **User Management** > **User.**

Step 2: Click **New** in the left column, and the page for adding a new user is displayed.

Step 3: On the page for a new user, set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.



Step 4: Click **OK** to add a new user to Easy Gym Fit.

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Parameter	Description
User ID	Users can customize their own names.
User Type	Select the user type.
First Name	Enter the user's first name.
Last Name	Enter the user's last name.
Email	Enter the email ID of the new user.
Anniversary	Enter the anniversary date of the user.
Mobile Phone	Enter the mobile number of the user.
Locality	Enter the new user locality.
Join Date & Time	Set the joining date and time of the user.
Card Number	Enter the card number of the user.
Biometrics Type	Enter the Biometric Type of the user.
Gender	Select the gender of the user.
Device Verification Password	Enter the device verification password of the user.
Birthday	Enter the birth date of the user.

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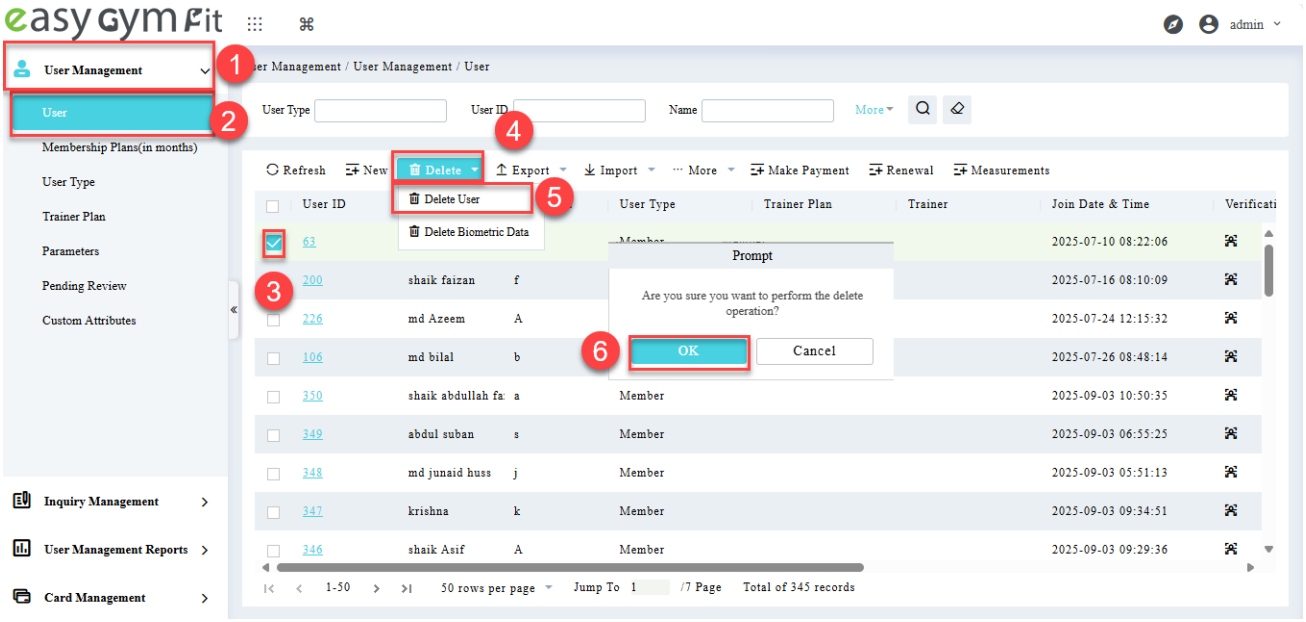
Delete

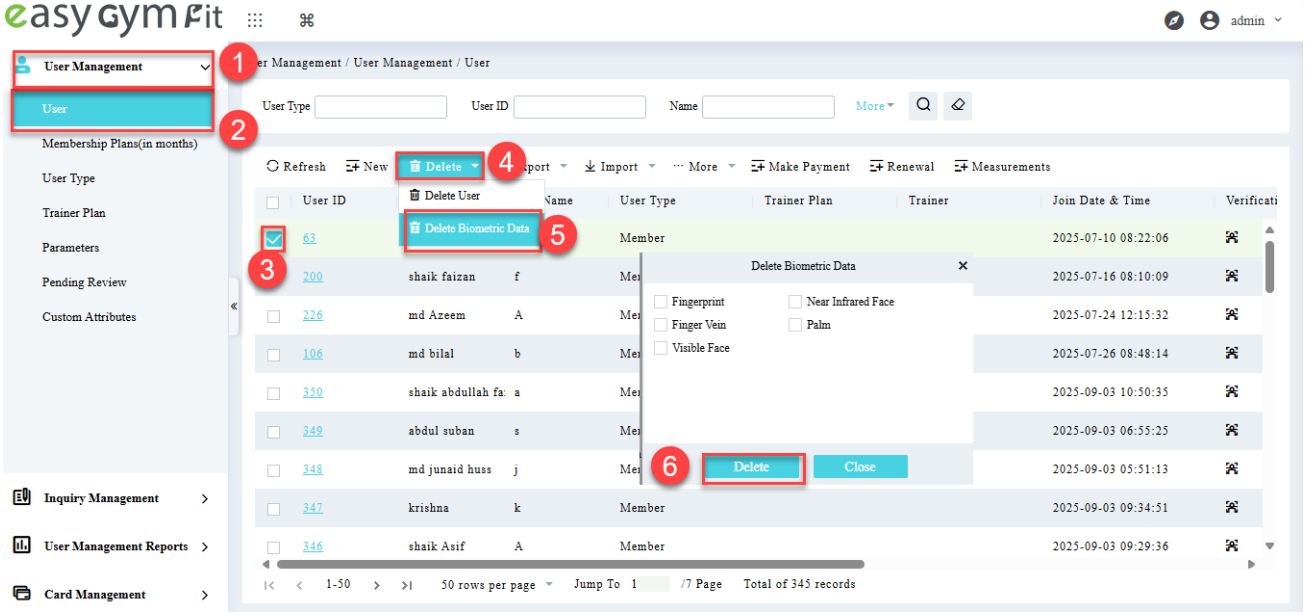
The delete function is used to remove a user from the user management system.

Select the user ID, click **Delete**, and click **OK** to delete the member.



Delete Biometric Data

Select the user ID, click **Delete,** choose **Delete Biometric Data** from the dropdown list, select the desired deletion method, and click **OK** to confirm.



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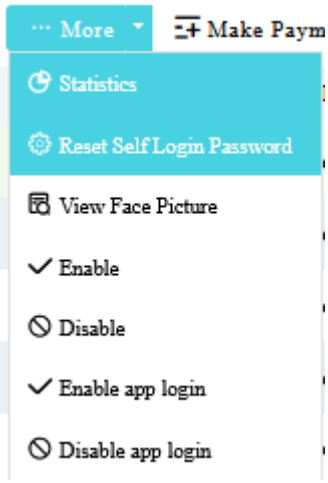
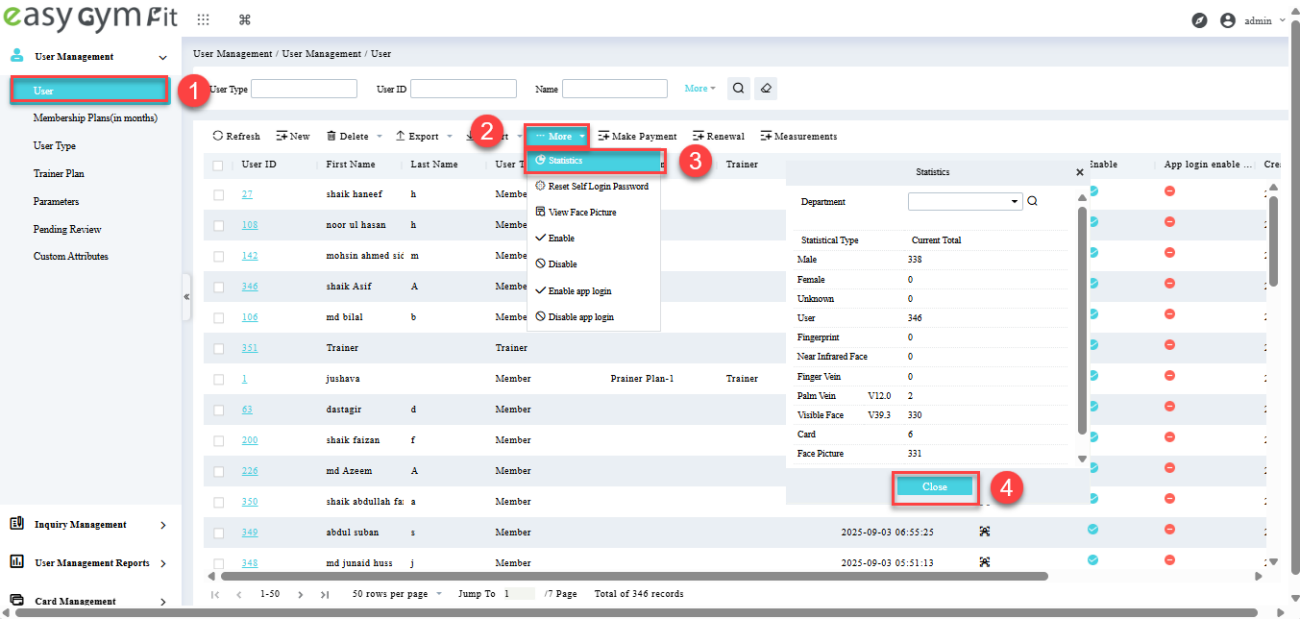
More



Statistics

The statistics feature is used to view overall user details such as gender count, total users, fingerprints, cards, and face pictures.



Select the user ID, click **More,** and choose **Statistics** from the dropdown list. A pop-up will appear; click **OK**, and the user will be able to view the user information.

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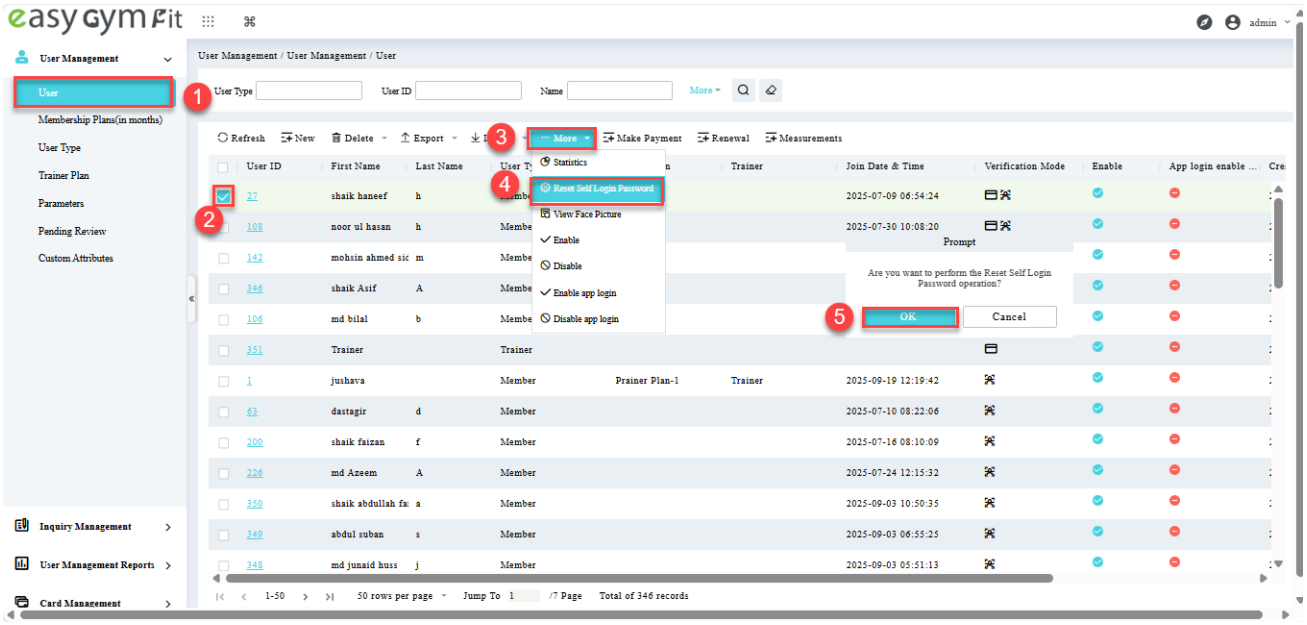
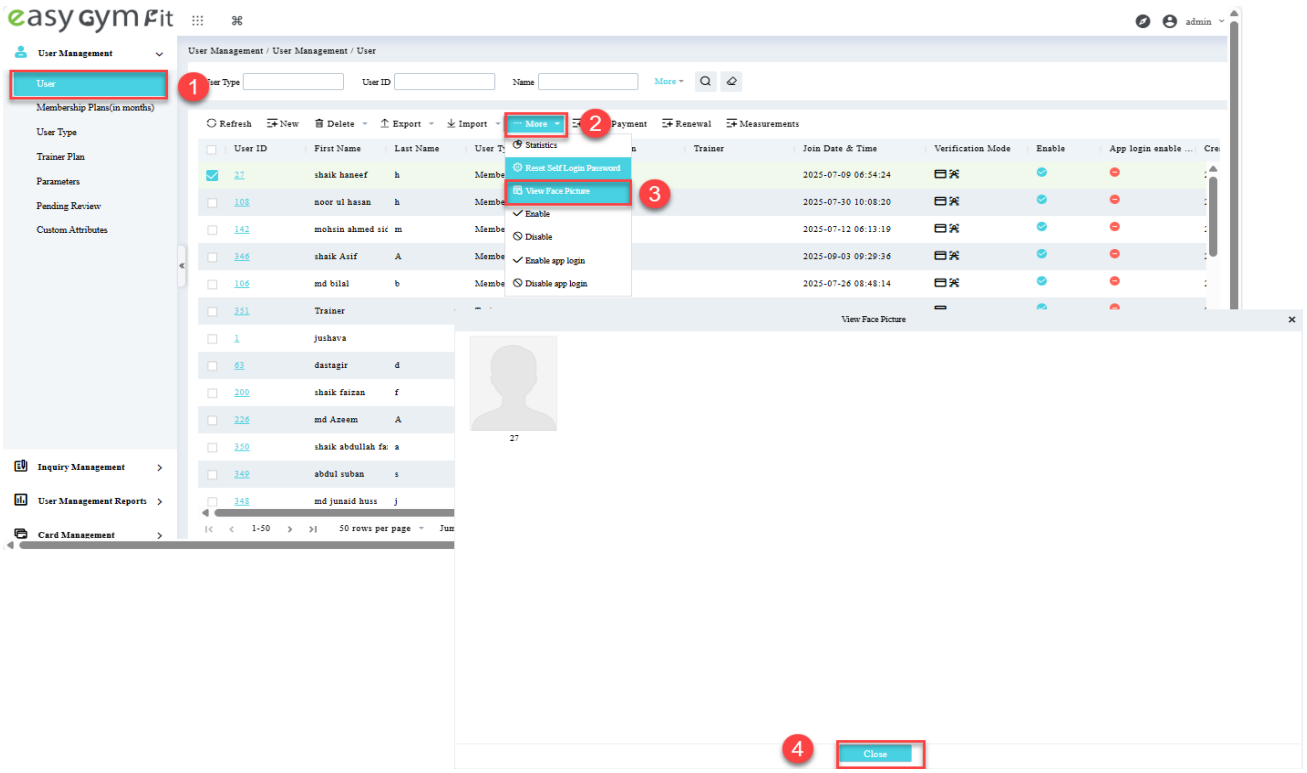
Reset Self Login Password

Select the user ID, click **More,** and choose **Reset Self Login Password** from the dropdown list. A popup will appear; click **OK**, and the user will be able to reset their password.



View Face Picture

Select the user ID, click **More,** and choose **View Face Picture** from the dropdown list. A pop-up will appear; here view the user details with a picture.



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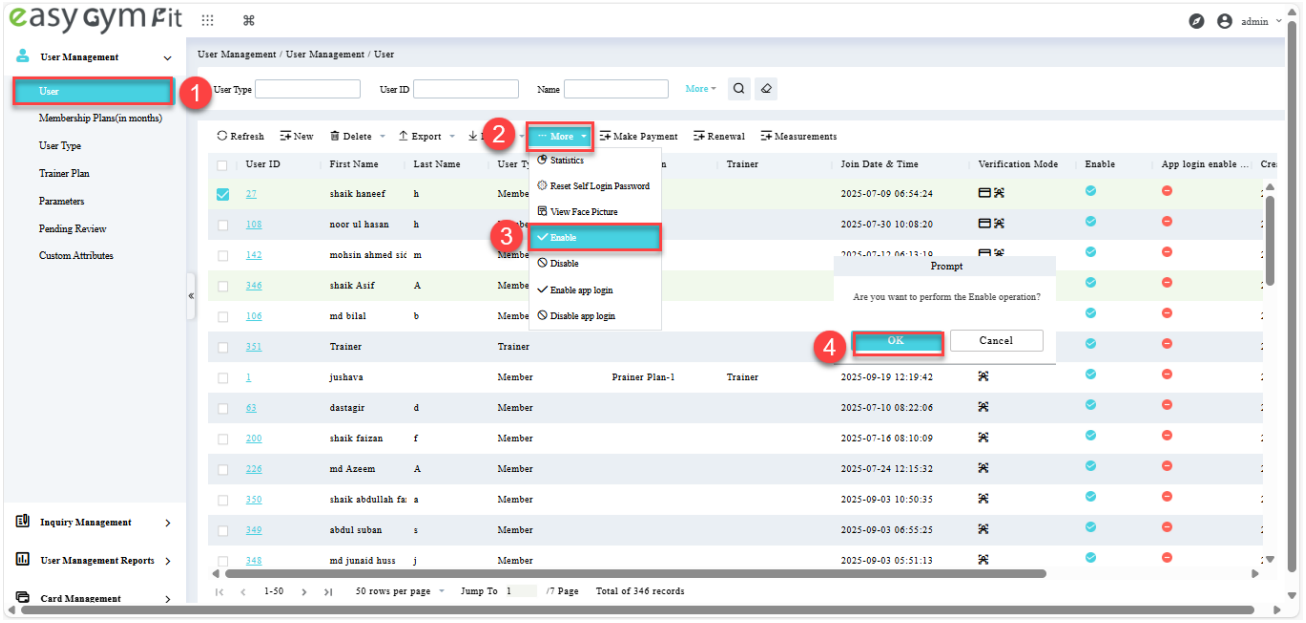
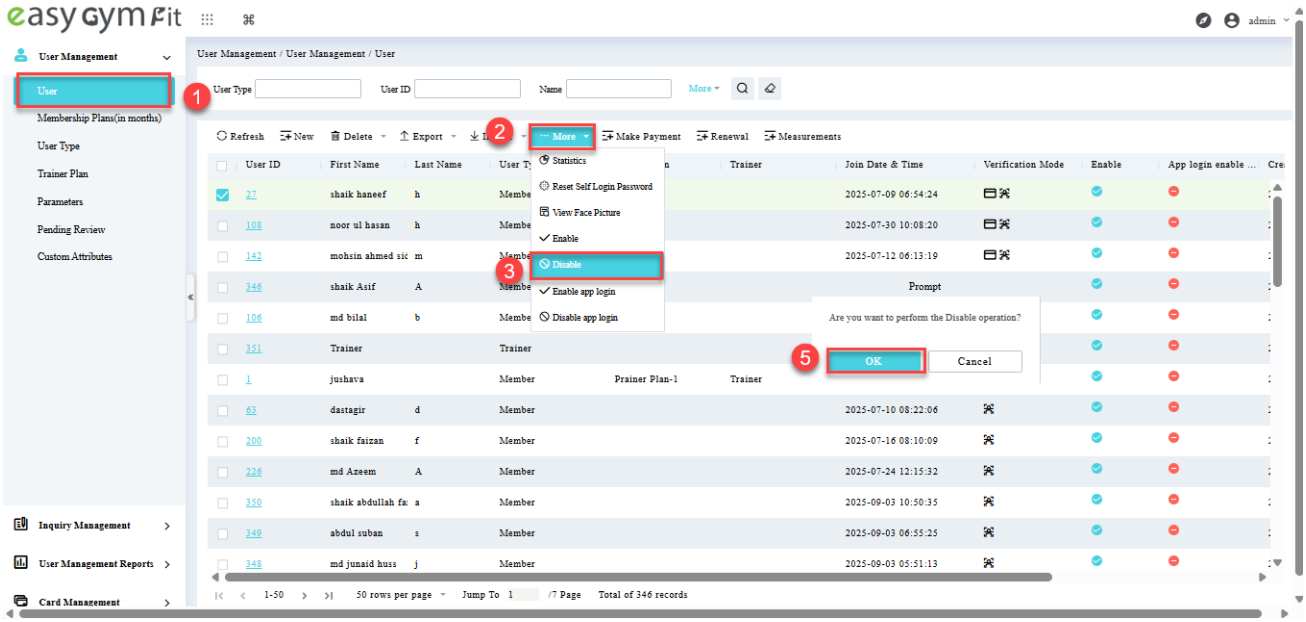
Disable/Enable

Select user ID and click **Disable/Enable** to stop/start using the device. When communication between the device and the system is interrupted or the device fails, the device may automatically appear in disabled status. After adjusting the local network or device, click **Enable** to reconnect the device and restore device communication.





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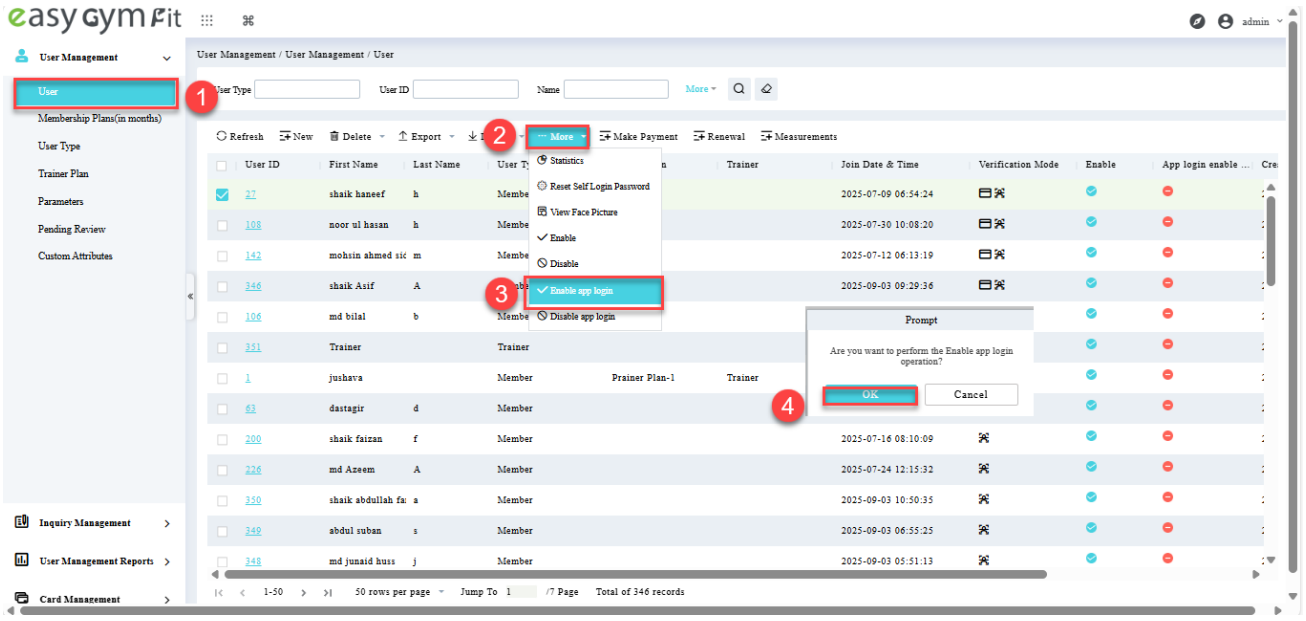
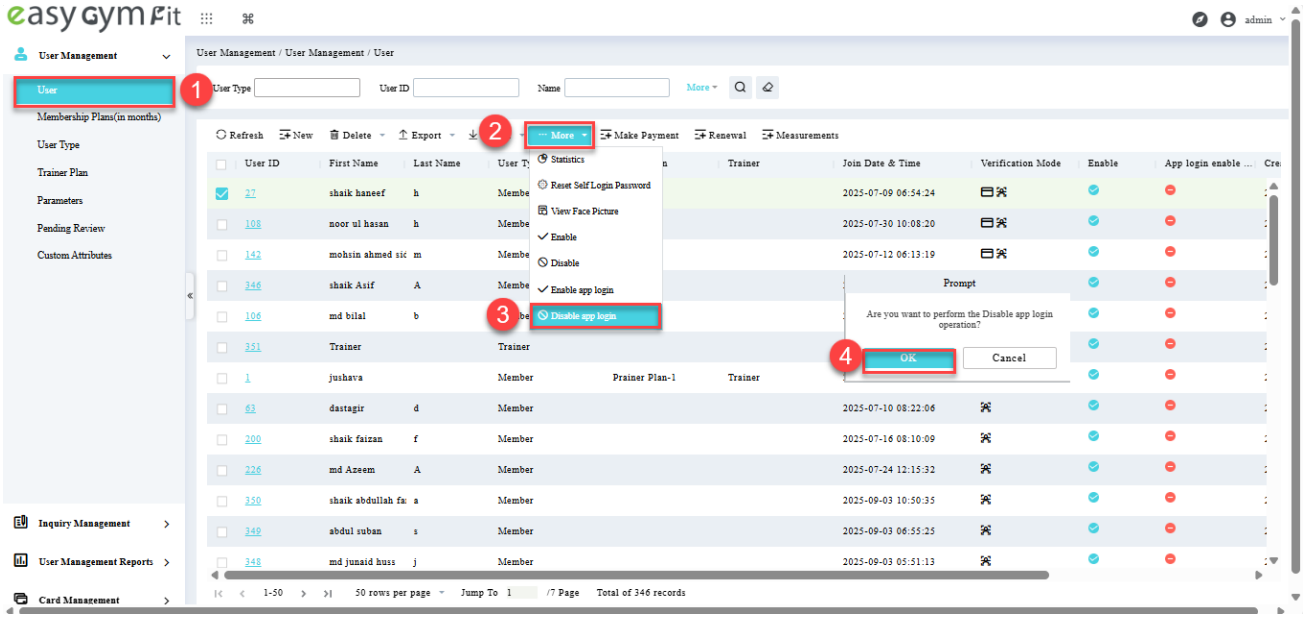
Enable app login

Select the user ID, click **More**, and choose Enable app login from the dropdown list. A pop-up will appear; click **OK**, and the user will be able to login to the app.



Disable app login

Select the user ID, click **More**, and choose Disable app login from the dropdown list. A pop-up will appear; click **OK**, and the user will be disabled from logging in to the app.



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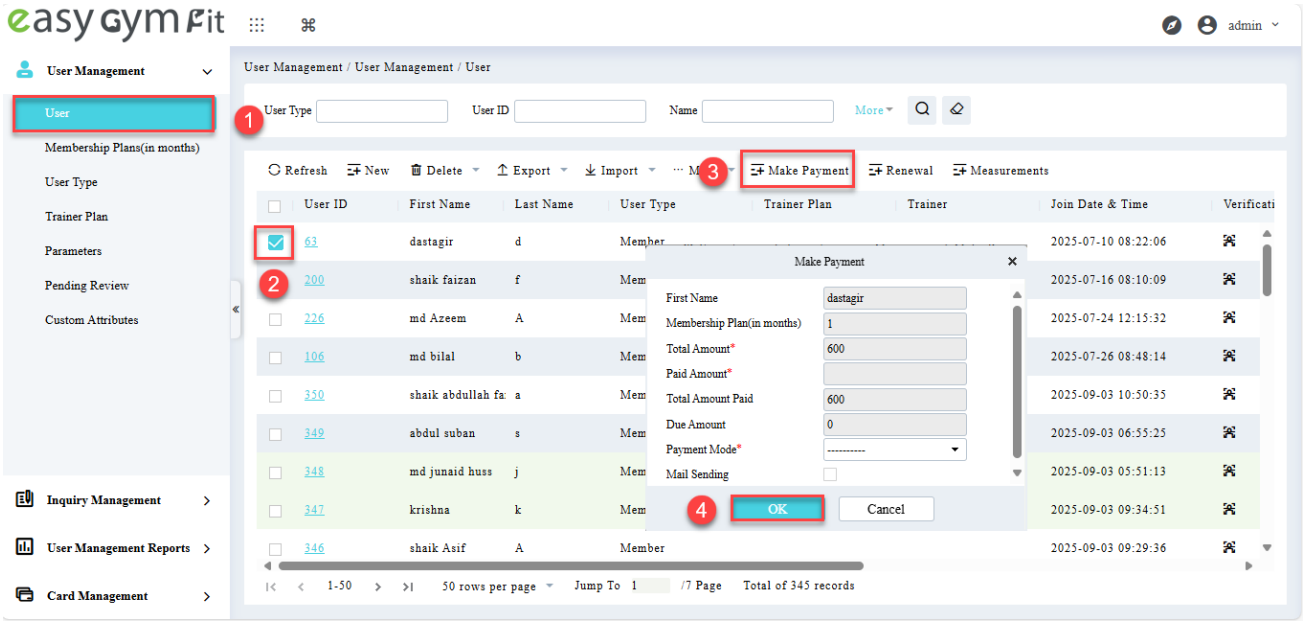
Make Payment

Step 1: In the User Management Module, choose **User Management** > **User.**

Step 2: Click on **Make Payment,** it will display the page for paying the user's due amount.

Step 3: Enter the required details and click **OK** to complete the payment.



Renewal

The Renewal Plan allows users to extend their existing membership by renewing their subscription before or after it expires. This feature helps ensure uninterrupted access to gym facilities and services. Users can select the renewal duration, make payments, and update their membership status easily through the system.

Step 1: In the User Management Module, choose **User Management** > **User.**

Step 2: Click on **Renewal,** which will display the page for paying the user's renewal amount.

Step 3: Enter the required details and click **OK** to complete the payment.

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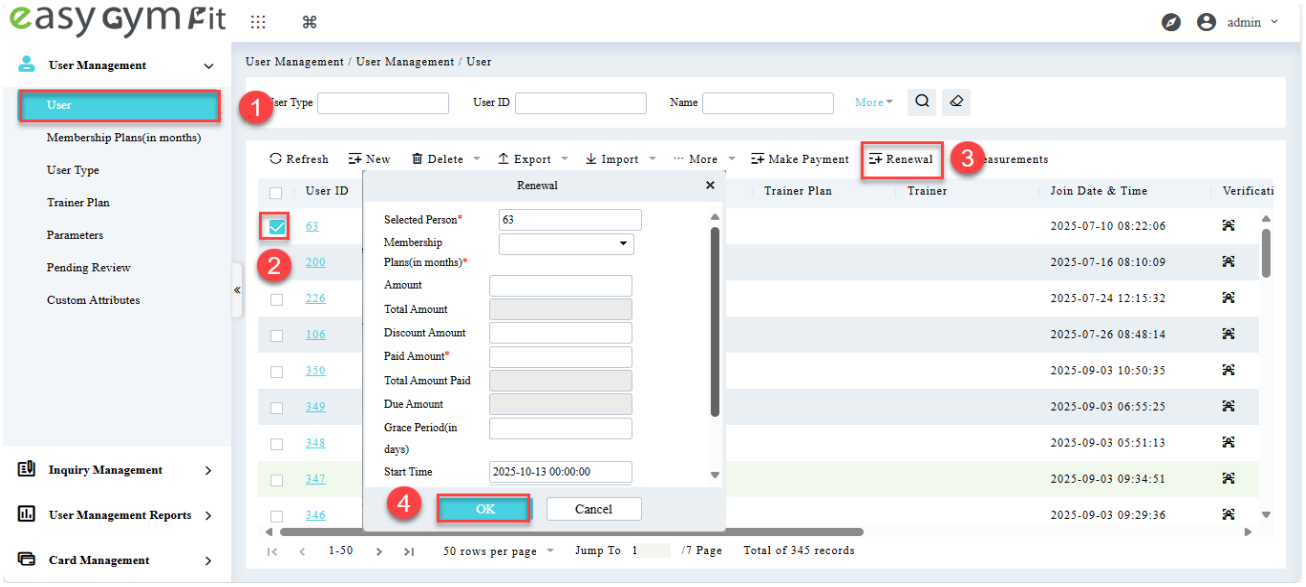
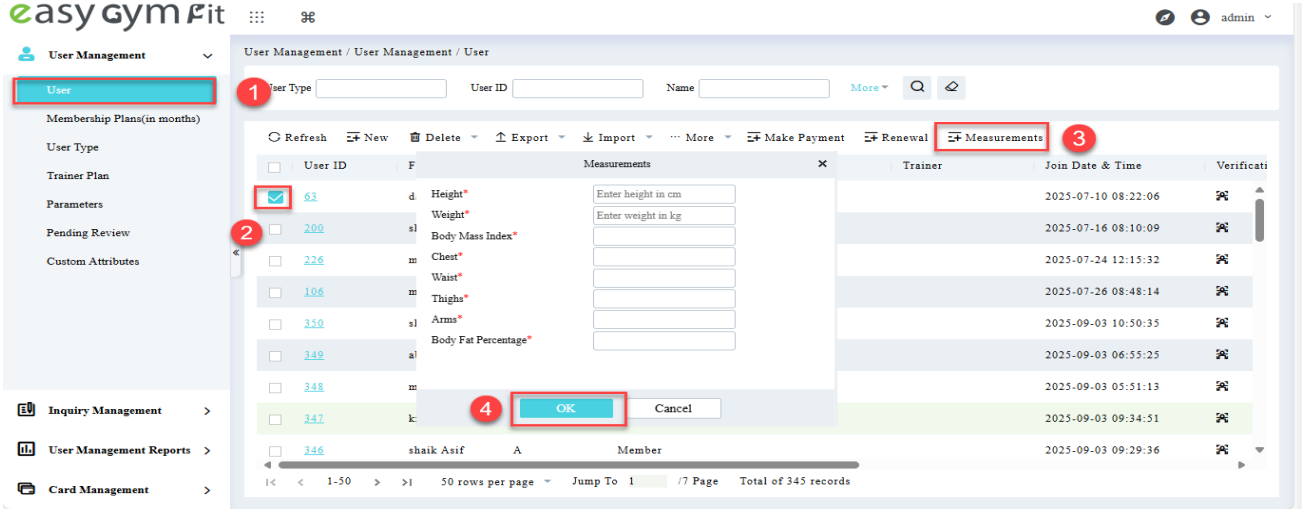


Measurement

The Measurement feature allows you to record and track members' physical data such as height, weight, body fat percentage, and other fitness-related metrics. This helps monitor progress over time and tailor workout plans to individual needs.



Import Personnel

If there is a personnel file in the user's computer, the user can import it into the system.

Click **Import** > **Import Personnel,** select the file format to be imported (default is Excel), and choose the file to be imported, then click **OK.**

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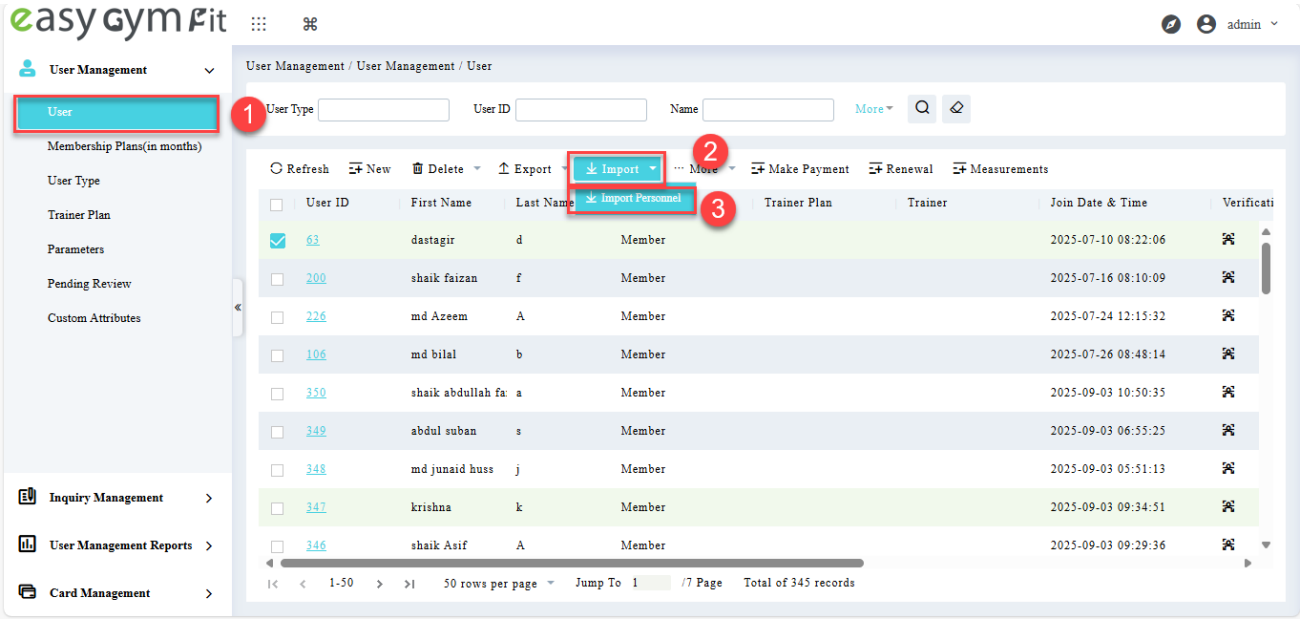

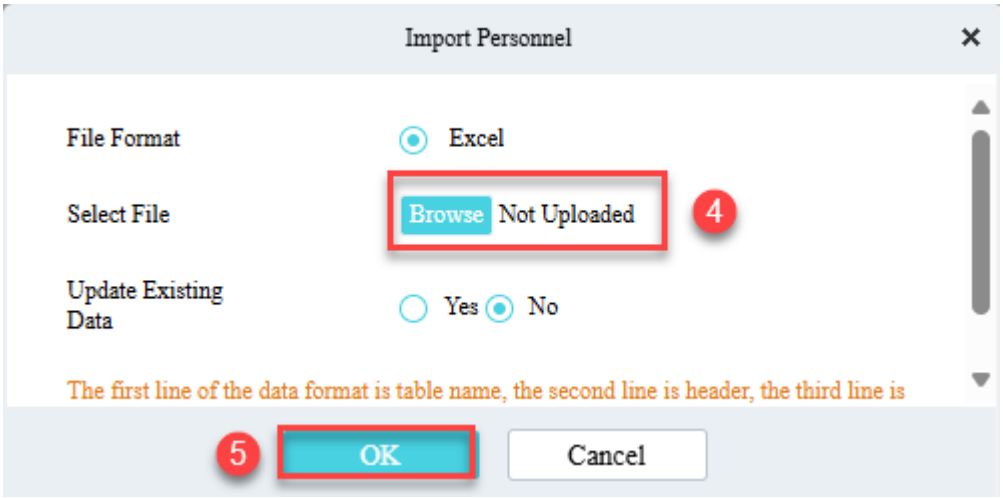

Export Personnel

The **Export Personnel** feature allows you to download user or staff data from the system into a file format such as Excel or CSV. This is useful for reporting, backups, or sharing information with other departments.

Click **Export** > **Export Personnel,** select the basic information, and set the parameter, then click **OK.**

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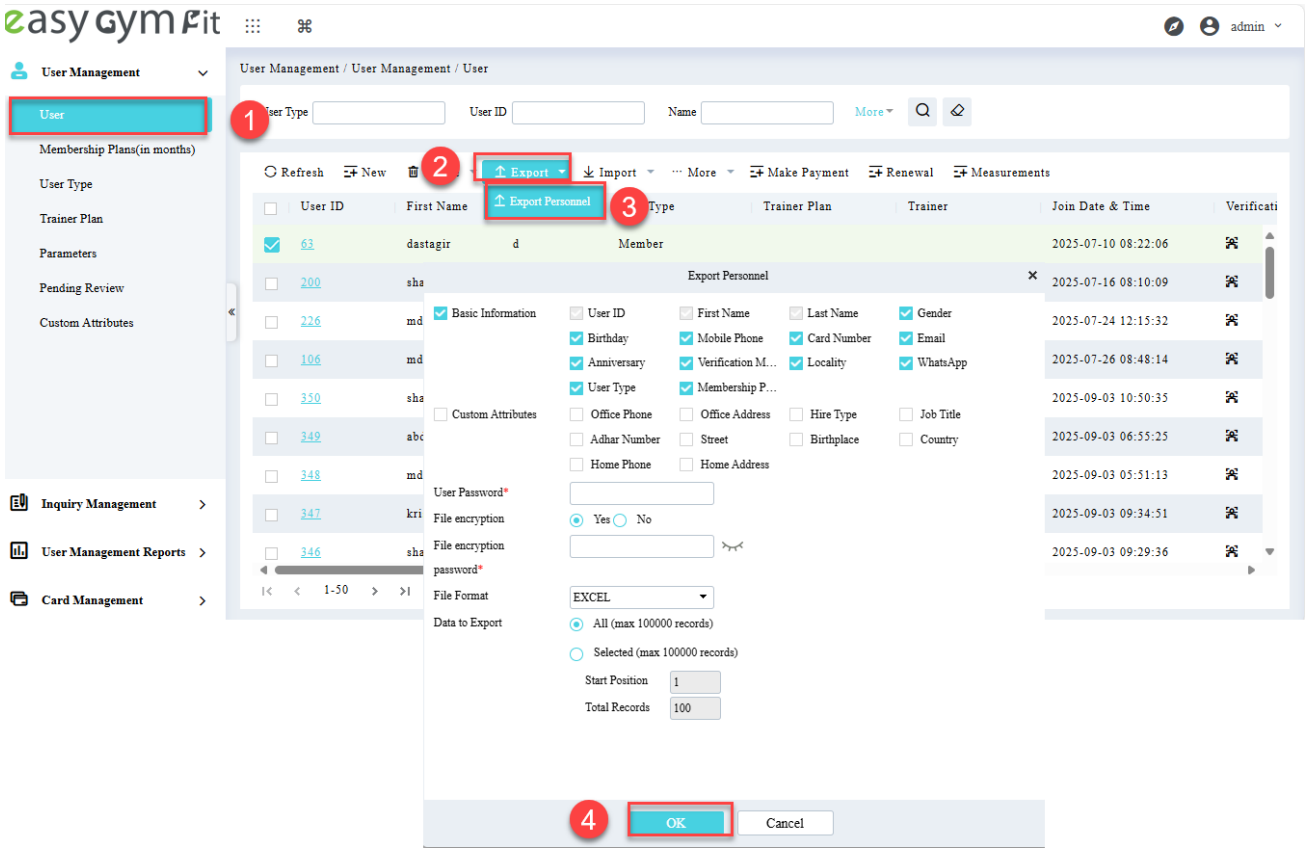

1.1.2 Memberships Plans (in months)

The Membership Plan is time-based. The member pays a defined amount for a specified period. A membership plan has a billing period (for example, monthly), and it may also have a contract length

Add Membership (New)

This section describes how to add new member to membership plans in Easy Gym Fit.

Operation Steps

Step 1: In the User Management Module, choose **User Management** > **Membership plans.**

Step 2: Click **New** in the left column, and the page for adding a new membership is displayed.

Step 3: On the page for new membership, set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.

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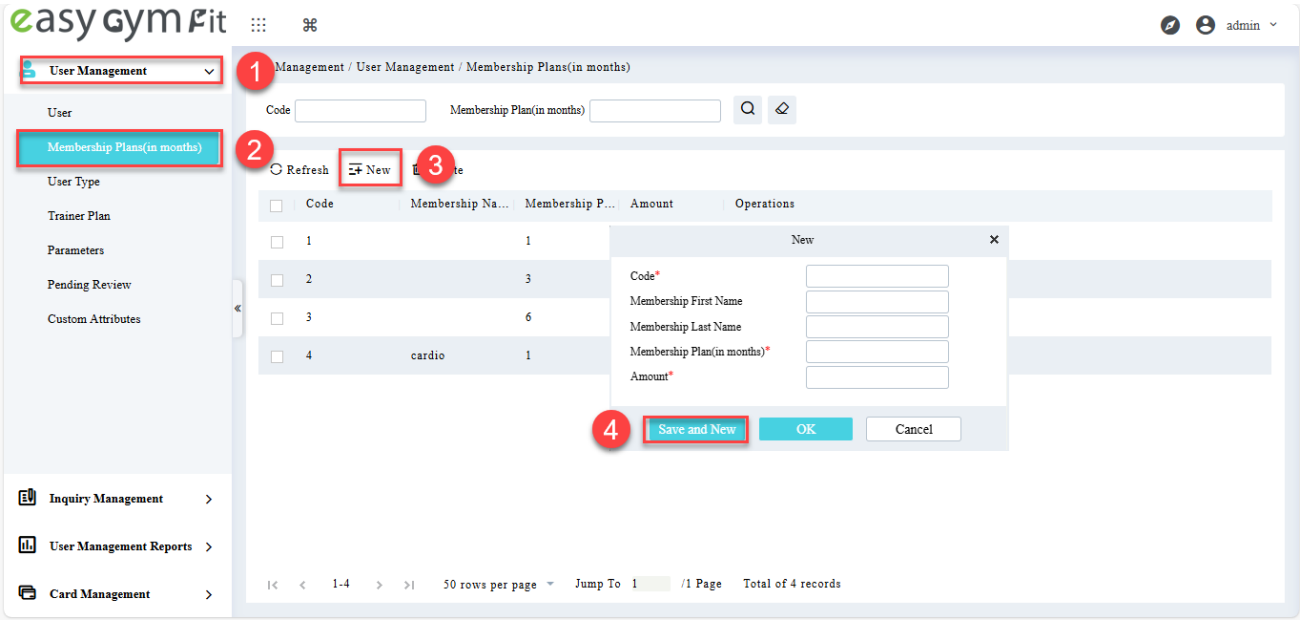
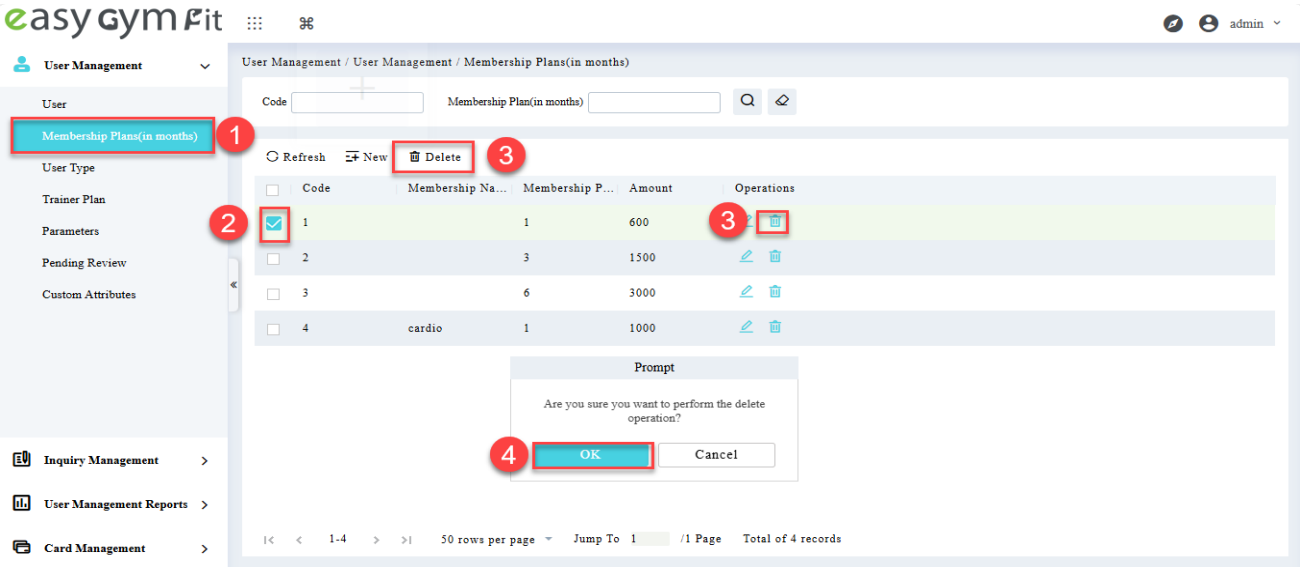


Parameter	Description
Membership ID	Enter the new membership ID
Memberships Plans (in months)	Enter membership plan in terms of months.
Amount	Enter the purchase plan amount.

Step 4: Click **OK** to add a new membership to the easy gym fit.

Delete

Select the membership ID, click **Delete**, and click **OK** to delete the member.



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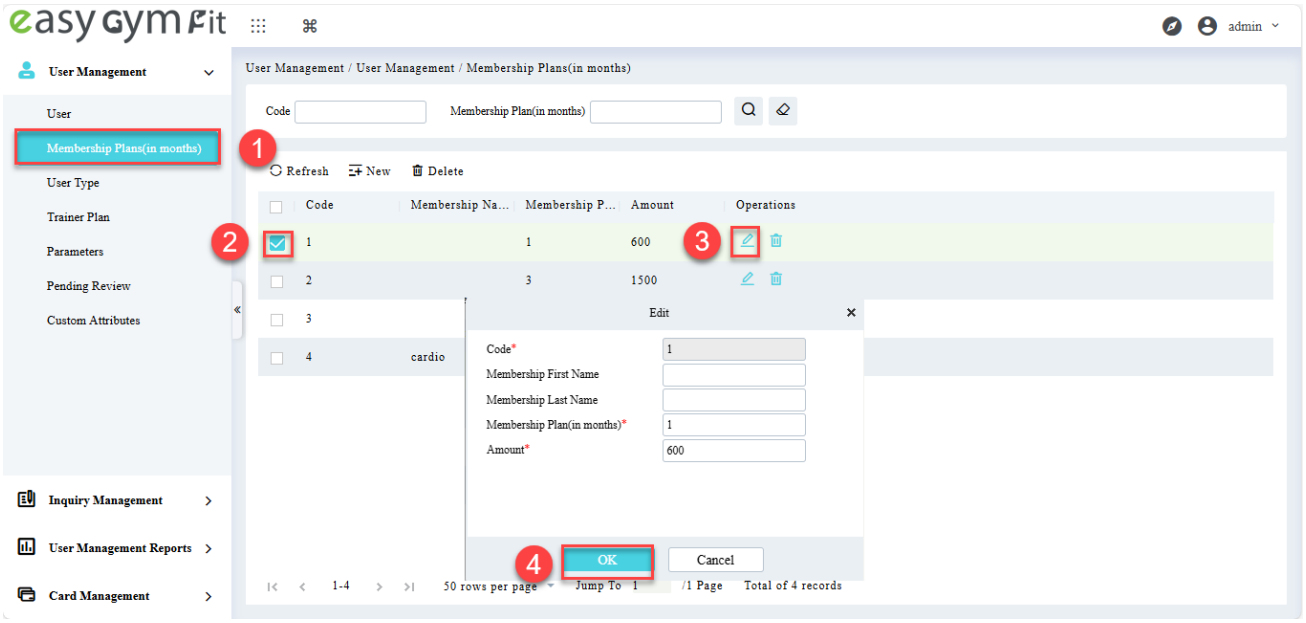
Edit

In the **User Management** > **User Management** > **Membership plans** > click the **Edit** icon and edit the required details then click **OK.**



1.1.3 User Type

User Type defines the role of a person in the system, such as Member, Trainer, Staff, or Admin. It helps determine the user's access level and available features within the application.

Add User Type (New)

This section describes how to add a new user type to Easy Gym Fit.

Operation Steps

Step 1: In the User Management Module, choose **User Management** > **User Type.**

Step 2: Click **New** in the left column, and the page for adding a new user type is displayed.

Step 3: On the page for the new user type set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.

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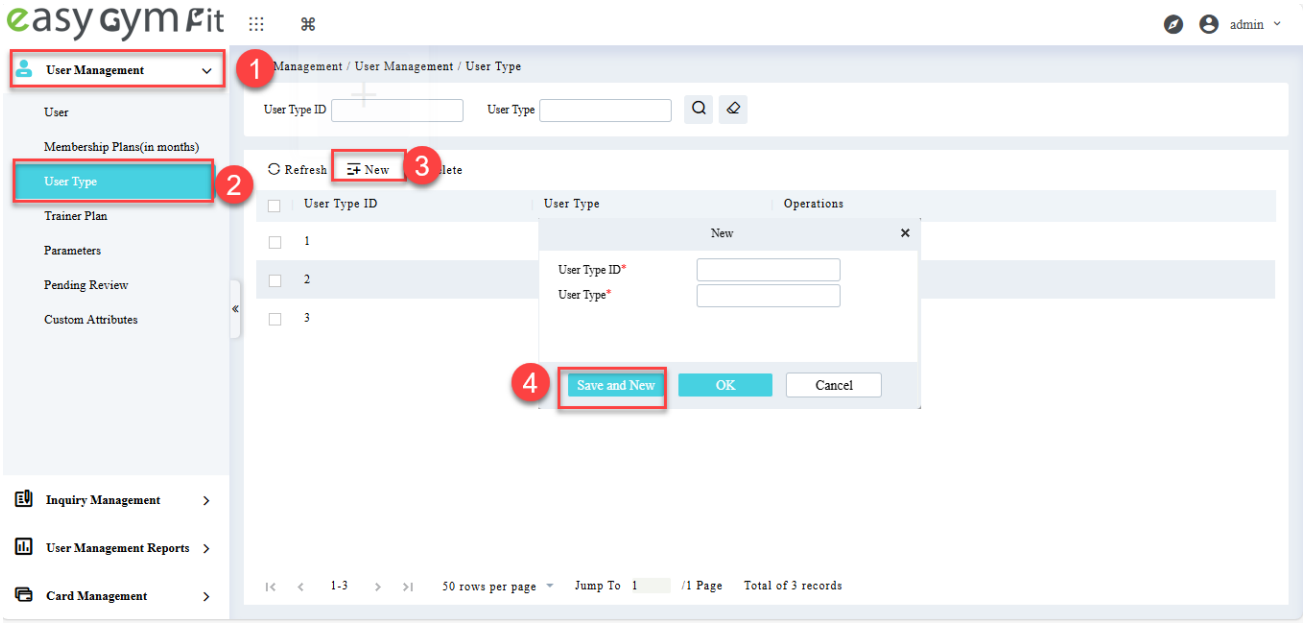
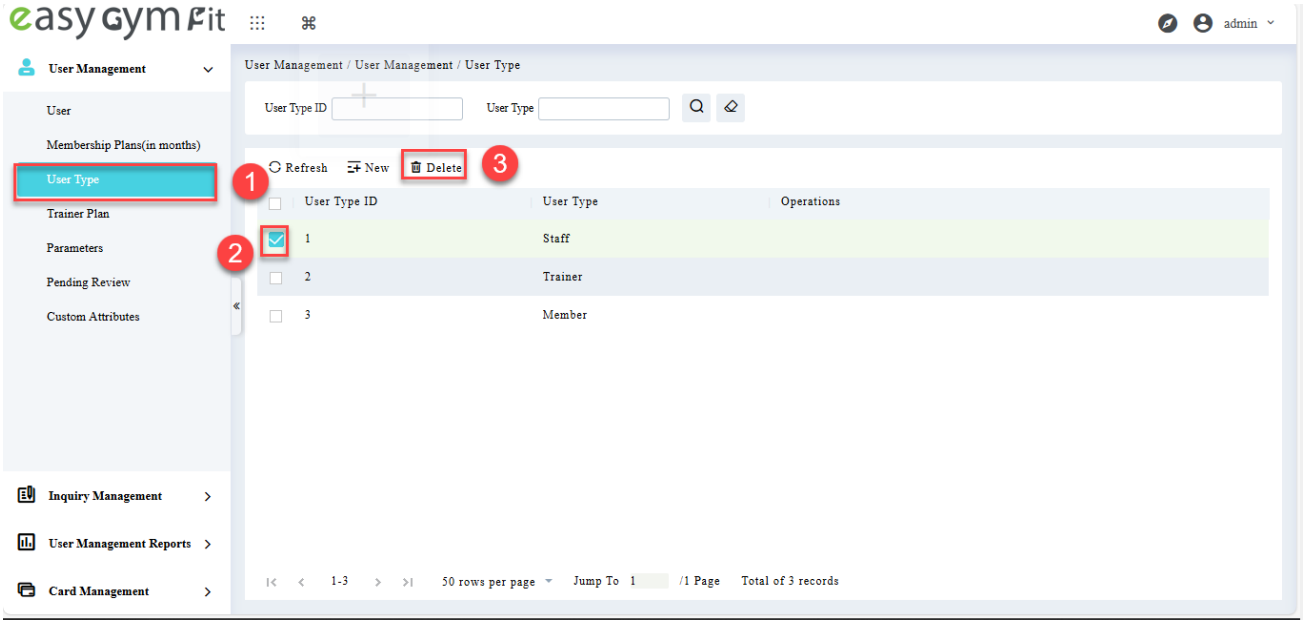


Delete

Select the user type ID, click **Delete**, and click **OK** to delete the member.



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1.1.4 Trainer Plan

A Trainer Plan outlines the workout and training schedule designed by a trainer for a gym member. It includes exercises, routines, and goals tailored to the member's fitness needs to help them achieve their targets effectively.

Add Trainer plan (New)

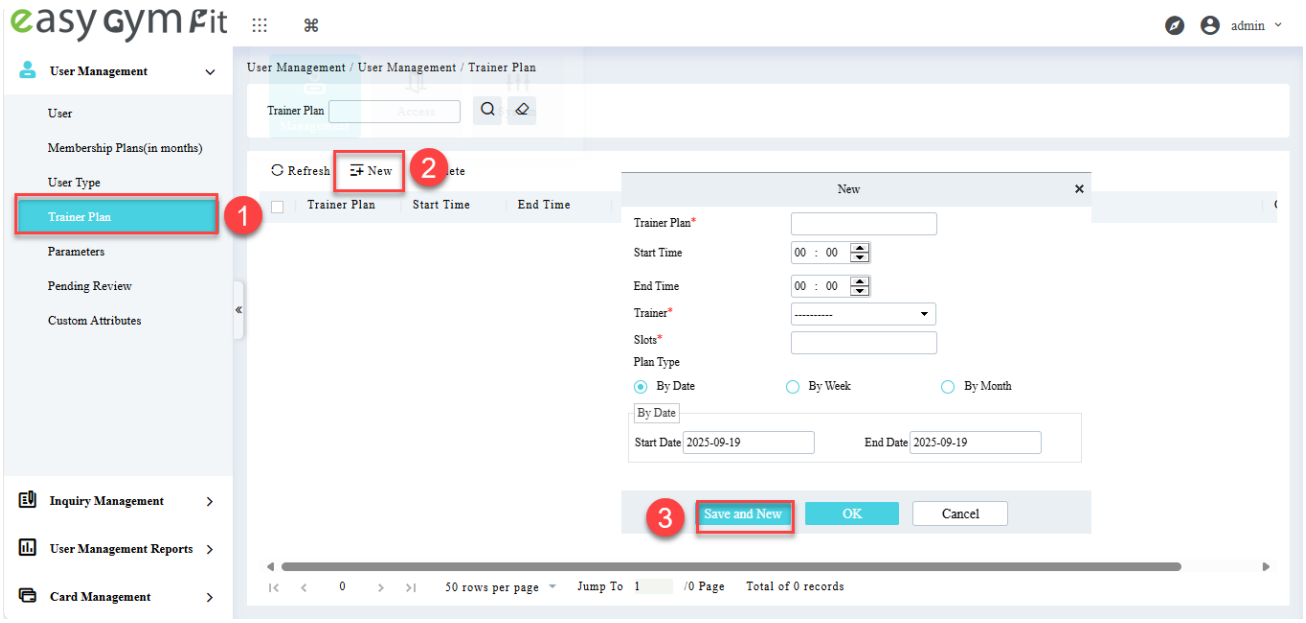
This section describes how to add a new trainer plan to the trainer plan in Easy Gym Fit.

Operation Steps

Step 1: In the User Management Module, choose **User Management** > **Trainer plan.**

Step 2: Click **New** in the left column, and the page for adding a new trainer plan is displayed.

Step 3: On the page for a new trainer plan set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.



Parameter	Description
Trainer Plan	Enter Trainer Plan Name.
Start Time	Enter Training start time.
End Time	Training end time.
Trainer	Select the Trainer.
Slots	Enter the slot.
Plan Type	Select the type of plan.

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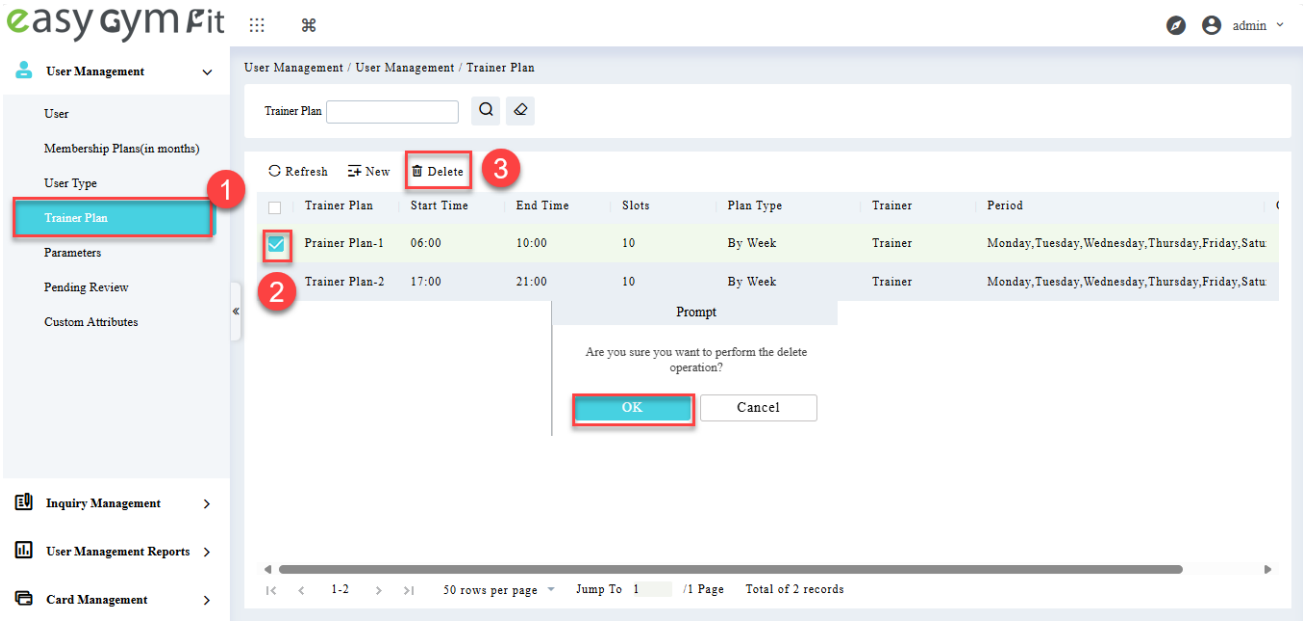
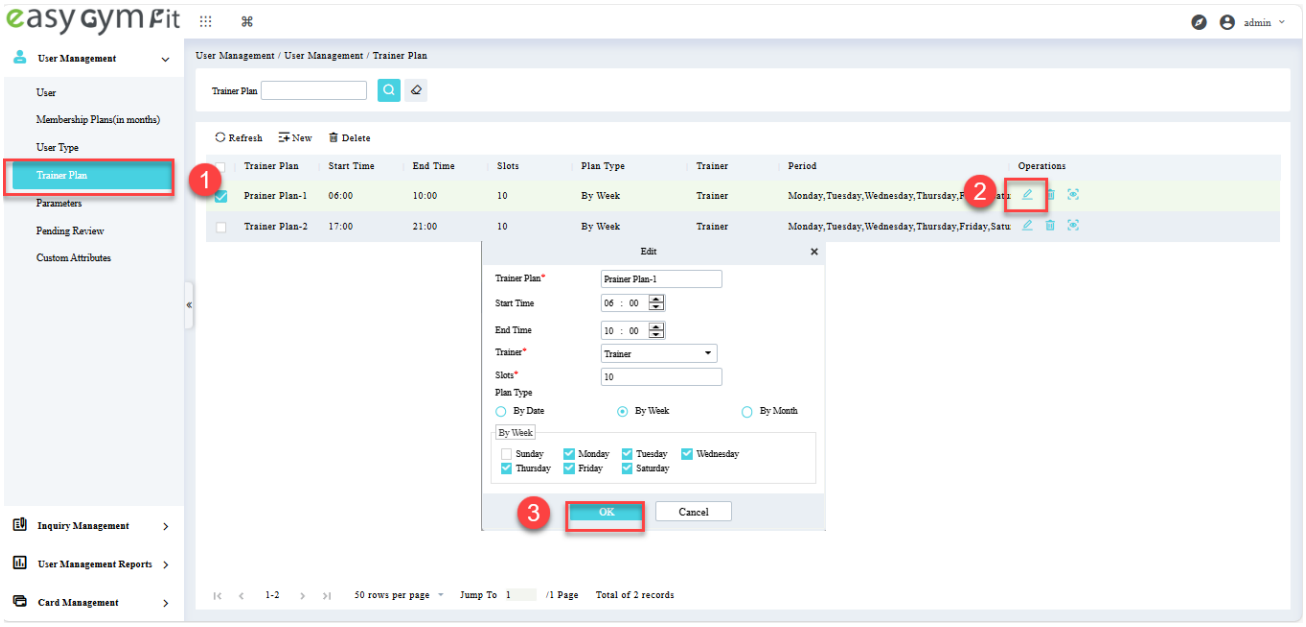
Delete

Select the trainer plan, click **Delete**, and click **OK** to delete the trainer plan.



Edit

In the **User Management** > **Trainer plan**, click the **Edit** icon and edit the required details, then click **OK.**



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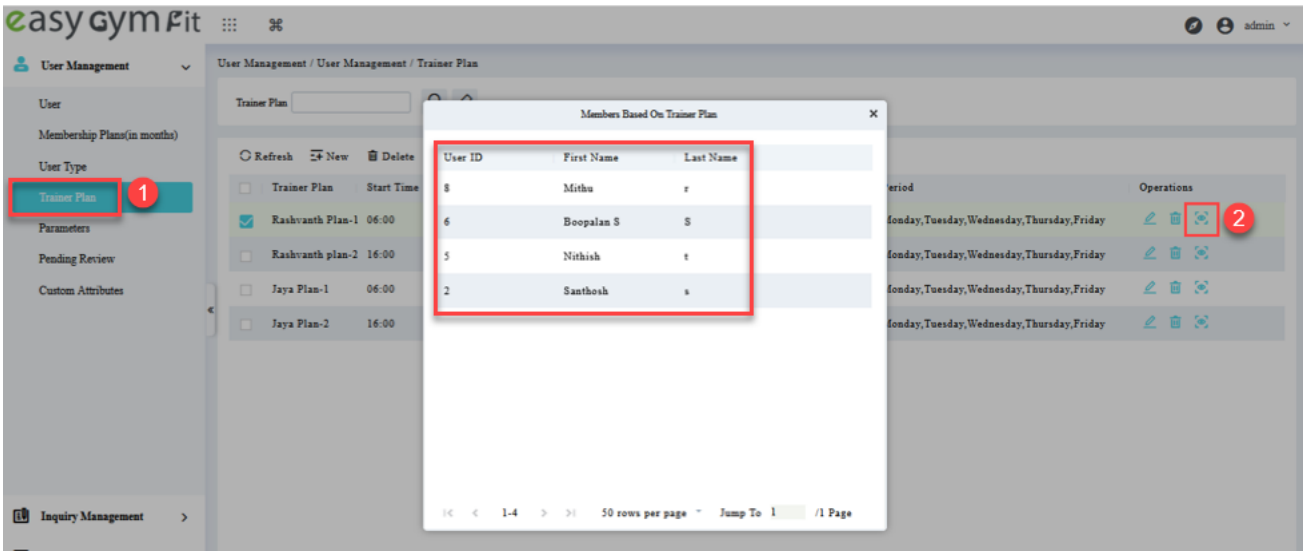
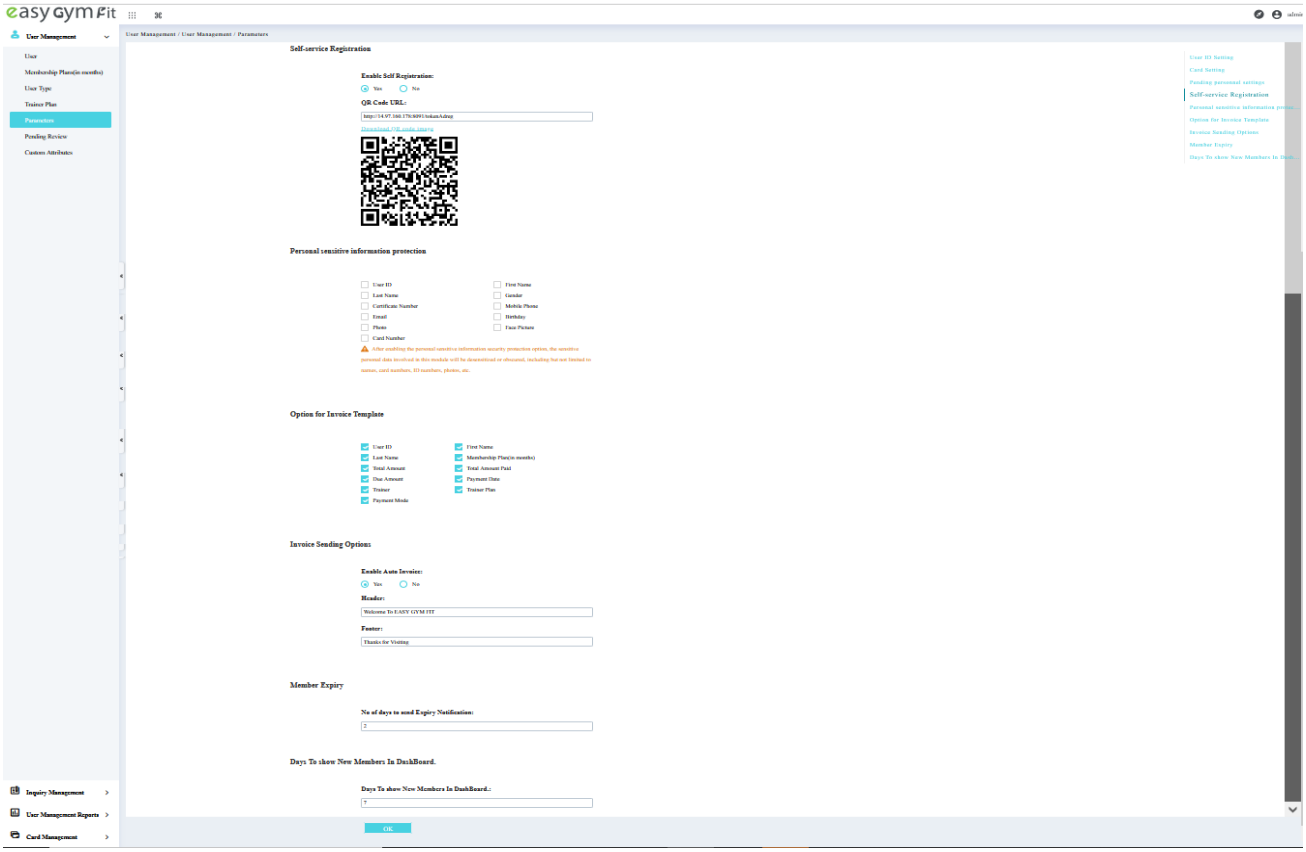
Preview

In the **User Management** > **User Management** > **Preview,** click the Preview icon and view the details.



1.1.5 Parameters

Click **User Management** > **User Management** > **Parameters**, then set up all the settings, then click **OK.**



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User ID Setting

- **The Maximum Length**: Sets how many characters a user ID can have.
- **Support Letters**: Decides if user IDs can include alphabets (A–Z) or only numbers.
- **User ID Auto-increment**: If set to *Yes*, the system will automatically generate sequential user IDs (e.g., 1001, 1002, 1003).

Card Setting

- Used to configure card-related details (not shown fully in the screenshot). For access/membership cards.

Self-service Registration

- **Enable Self Registration**: Allows members to register themselves without staff assistance.
- **QR Code URL**: The link generated by the system for registration.
- **QR Code Image**: A scannable code that members can use with their phones to open the registration page.

Personal Sensitive Information Protection

- Protects sensitive user data (e.g., name, ID number, phone, photo, birthday).
- When enabled, this information is hidden, masked, or encrypted so it cannot be misused.

Option for Invoice Template

- Let's you choose what details appear on invoices.
- For example: user details (ID, name), membership info, payment details, and trainer information.

Invoice Sending Options

- **Header**: Text displayed at the top of invoices (e.g., a welcome message).
- **Footer**: Text displayed at the bottom of invoices (e.g., thank-you note).

Member Expiry

- **No. of days to Verification Mode***: Sets the number of days before a membership ends that the system should notify the member.

Days to Show New Members in Dashboard

- **Days To Show New Members**: Specifies how long new members appear in the dashboard as new.

QR Code for UPI Transactions

- **QR Code Upload**: Allows uploading a UPI QR code for payment.
- **Delete QR Code**: Removes the uploaded QR code.

Membership Expire Notification

- Defines the **time of day** (hour: minute) when the system will send out membership expiry notifications.

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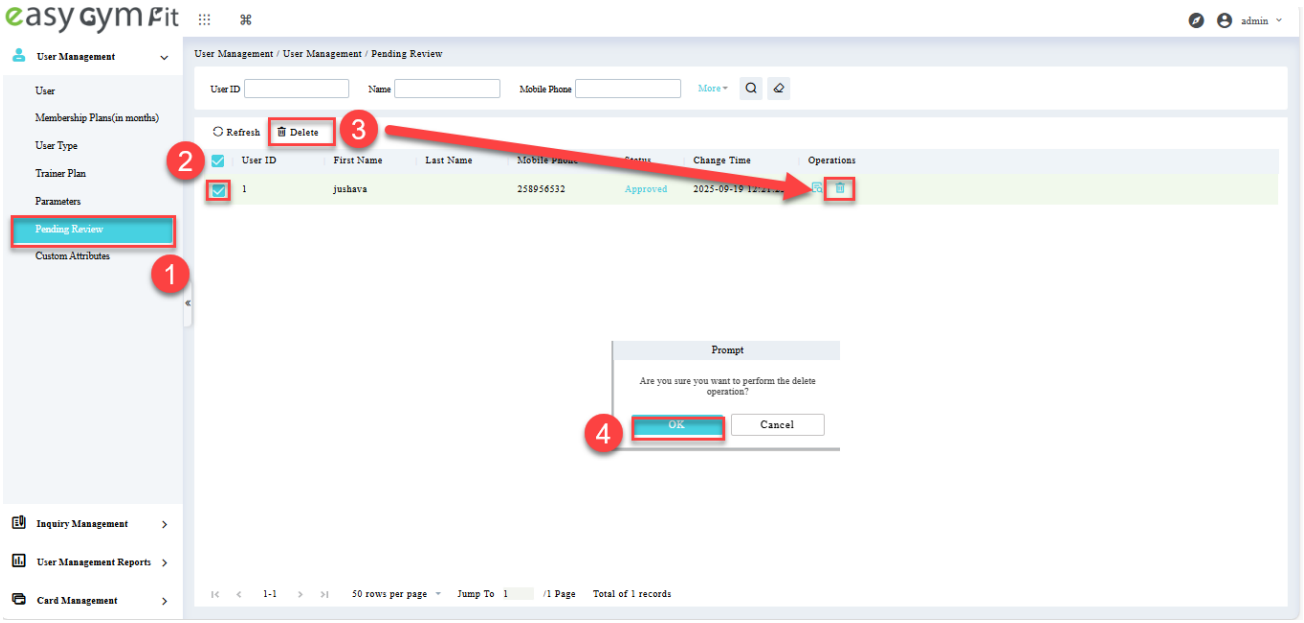
1.1.6 Pending Review

Users can register through a self-service form, after which their status will be 'pending review' until approved as active members.

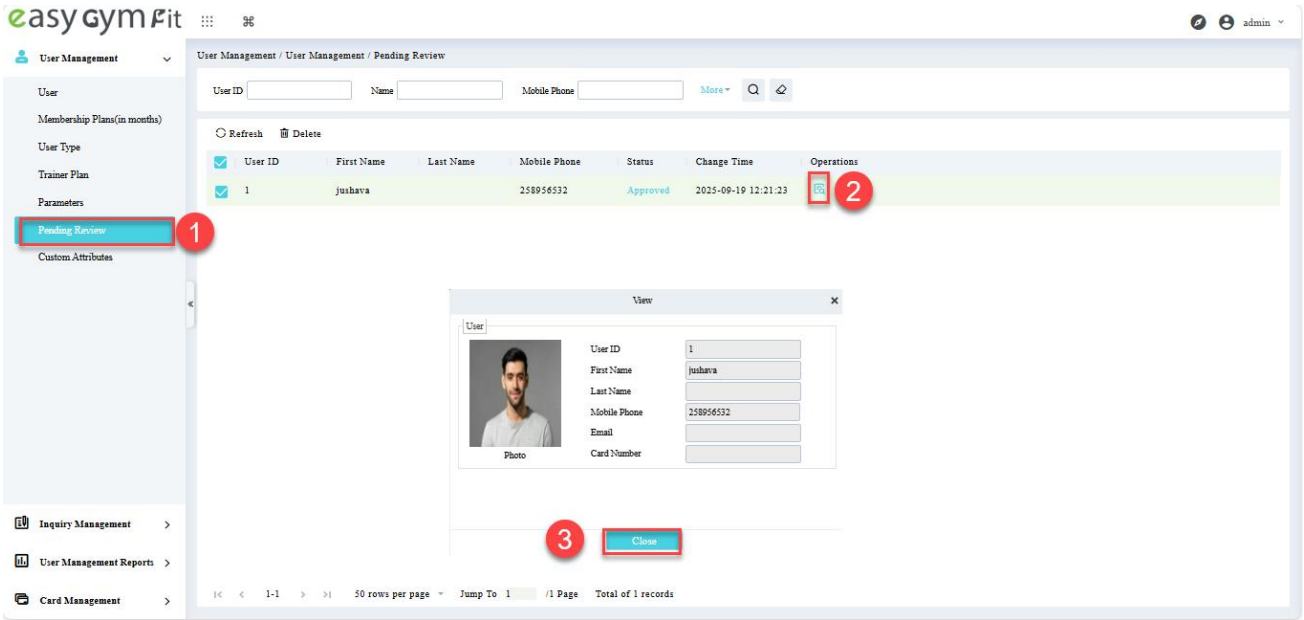
Delete

Select the User ID, click **Delete**, and click **OK** to delete the user.



View

Select the User ID, click on **View** icon to view the user details with a picture.



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1.1.7 Custom Attributes

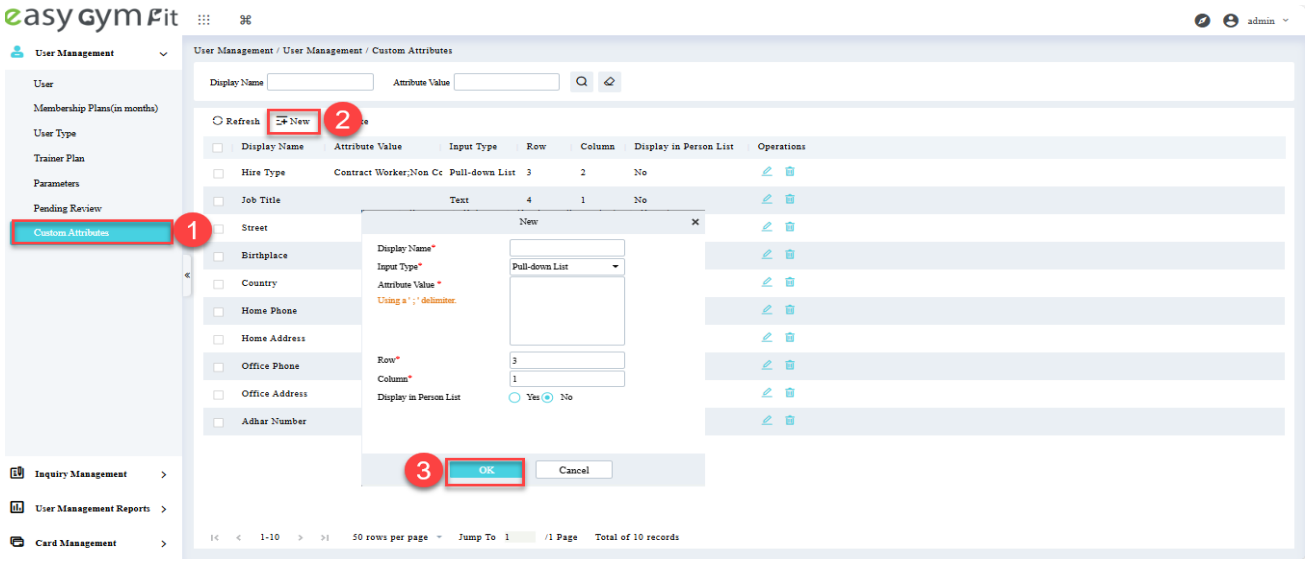
Add Custom Attributes (New)

This section describes how to add a new custom attribute to custom attributes in Easy Gym Fit.

Operation Steps

Step 1: In the User Management Module, choose **User Management** > **Custom Attributes.**

Step 2: Click **New** in the left column, and the page for adding a new custom attribute is displayed.



Parameter	Description
Display name	Enter the name that should be displayed.
Input Type	Select the type of input.
Attribute Value	Enter attribute value.
Row	Enter the Number of Row should be displayed.
Column	Enter the Number of columns that should be displayed.
Display in person list	Users can choose to display in the person list by selecting Yes or No.

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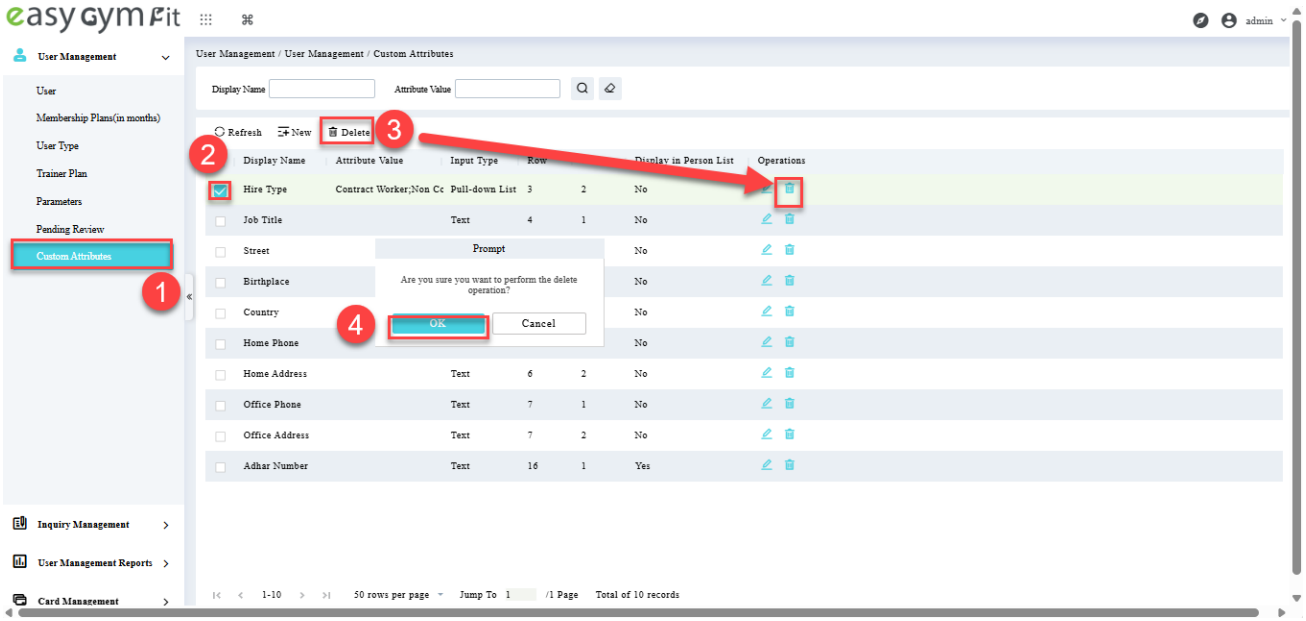
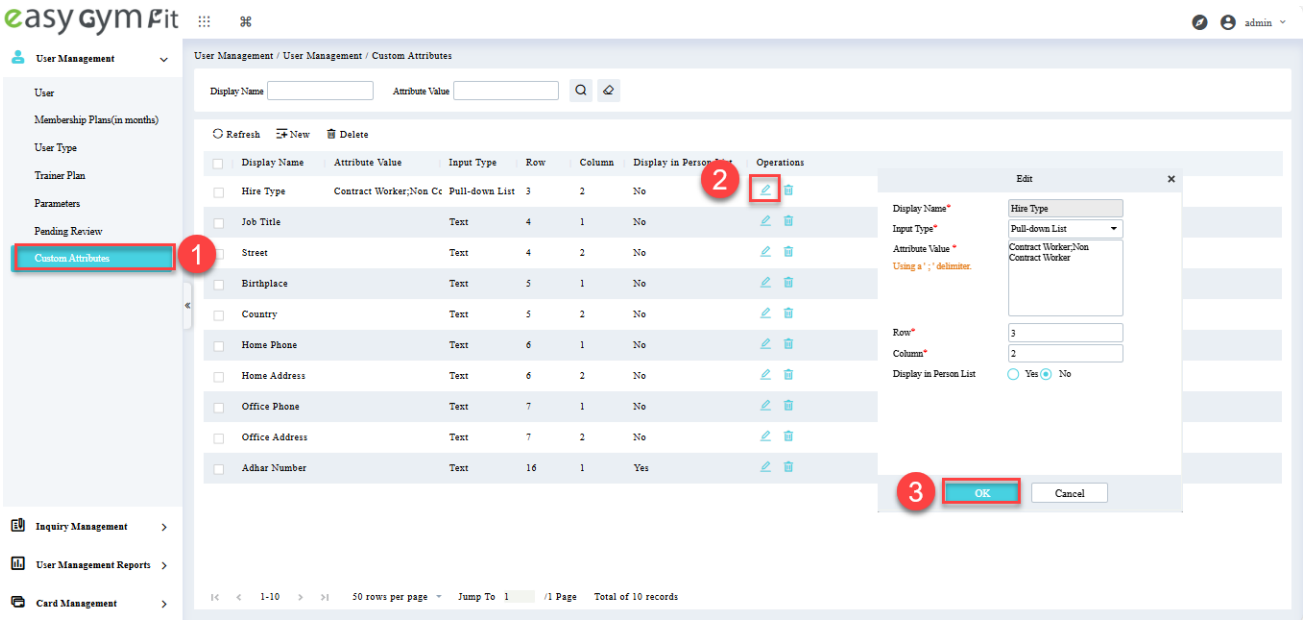
Delete

Select the **Custom Attributes Name**, click **Delete**, and click **OK** to delete the custom attributes.



Edit

In the **User Management** > **Custom Attributes**, click the **Edit** icon and edit the required details, then click **OK.**



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1.2 Inquiry Management

1.2.1 Inquiry Management

Inquiry Management is used to manage and track inquiries from potential or existing gym members. It helps record details like name, contact information, type of inquiry, follow-up status, and remarks for better communication and conversion tracking.

Add Inquiry Management (New)

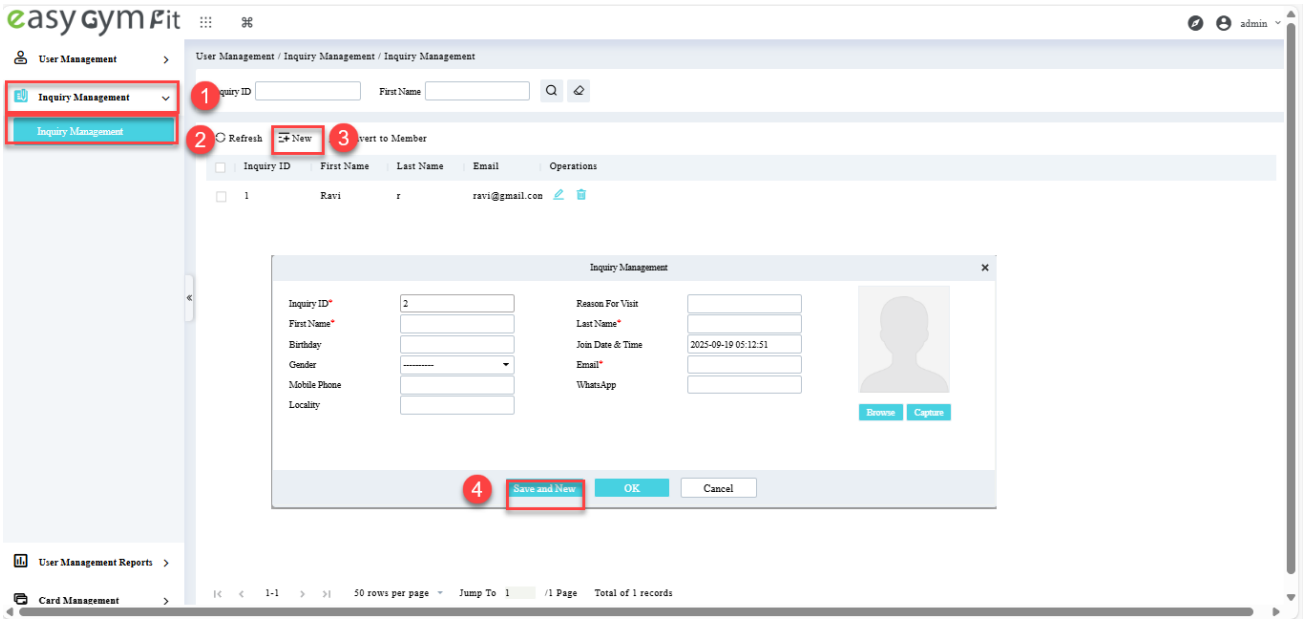
This section describes how to add a new Inquiry Management to the Inquiry Management in Easy Gym Fit.

Operation Steps

Step 1: In the User Management Module, choose **User Management** > **Inquiry Management.**

Step 2: Click **New** in the left column, and the page for adding a new Inquiry management is displayed.

Step 3: On the page for Inquiry management set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.



Parameter	Description
Inquiry ID	The user can customize their name.
Reason for visit	Mention the reason for the visit.
First Name	Enter the user's first name.
Last Name	Enter the user's last name.
Birthday	Enter birth date.
Join Date and Time	Set the joining date and time.

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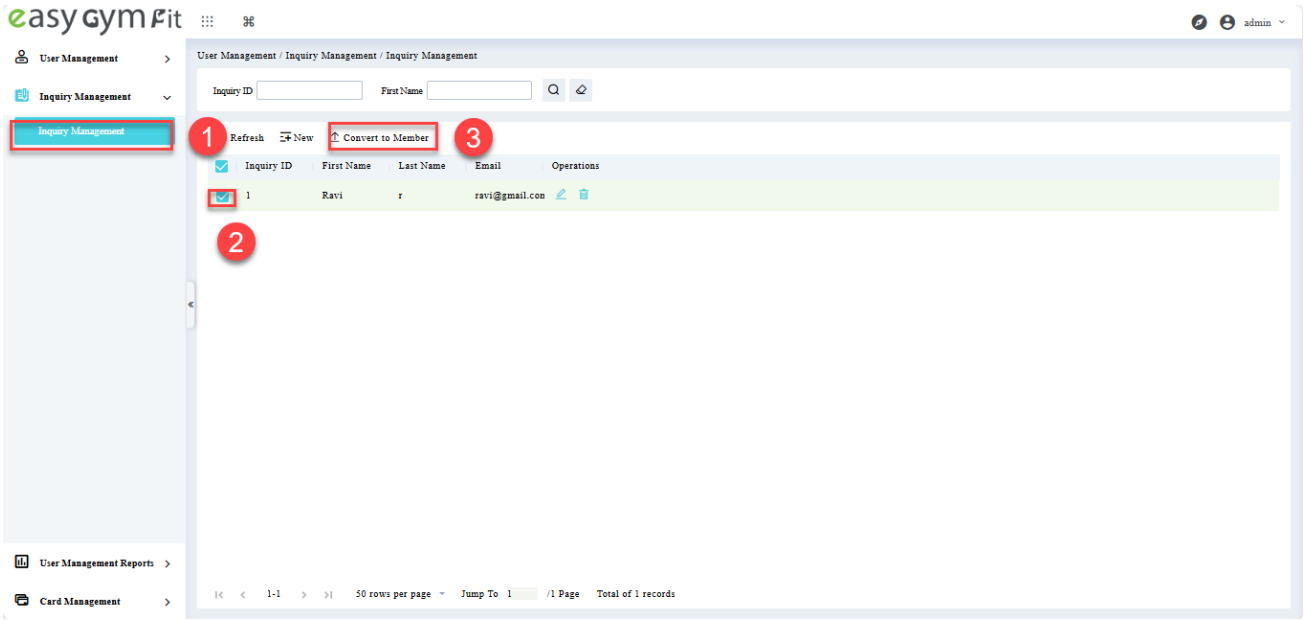
Parameter	Description
Gender	Select the gender.
Email	Enter the new user locality.
Mobile Phone	Set the joining date and time.
WhatsApp	Enter WhatsApp number.
Locality	Enter the locality.

Convert to Member

Step 1: In the User Management Module, choose **User Management** > **Convert to Member.**

Step 2: Select the inquiry ID and then click on the convert to member, and the page for adding a new convert to member is displayed.

Step 3: On the page for converting to member set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.



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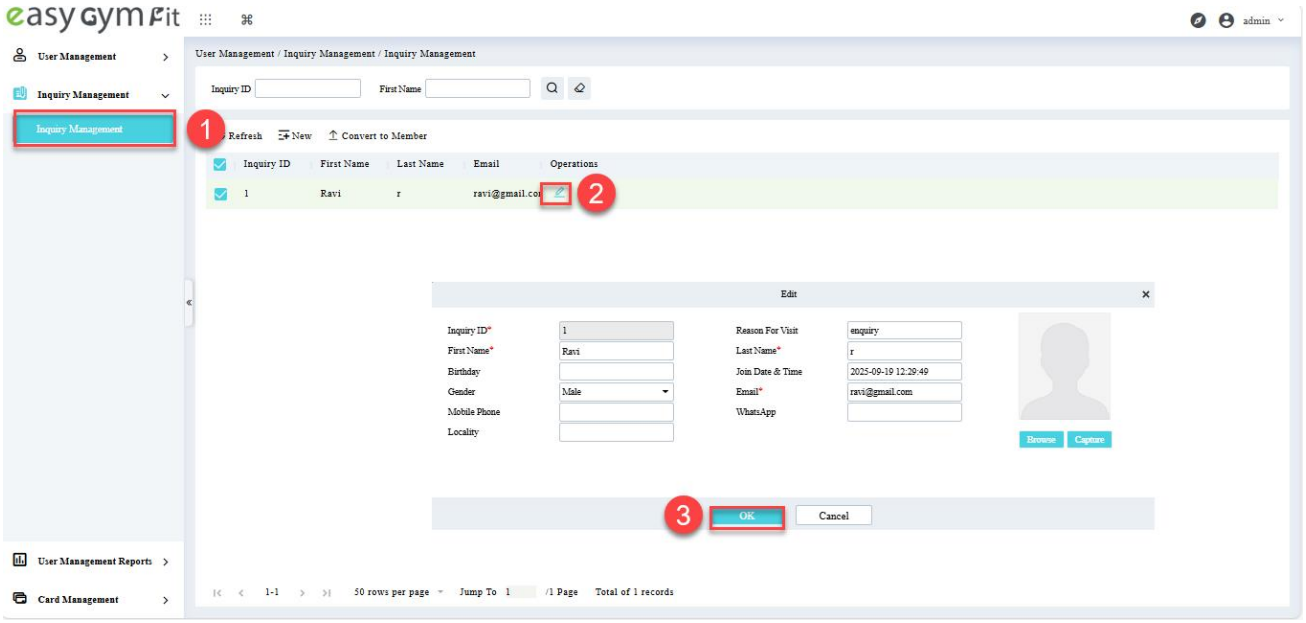
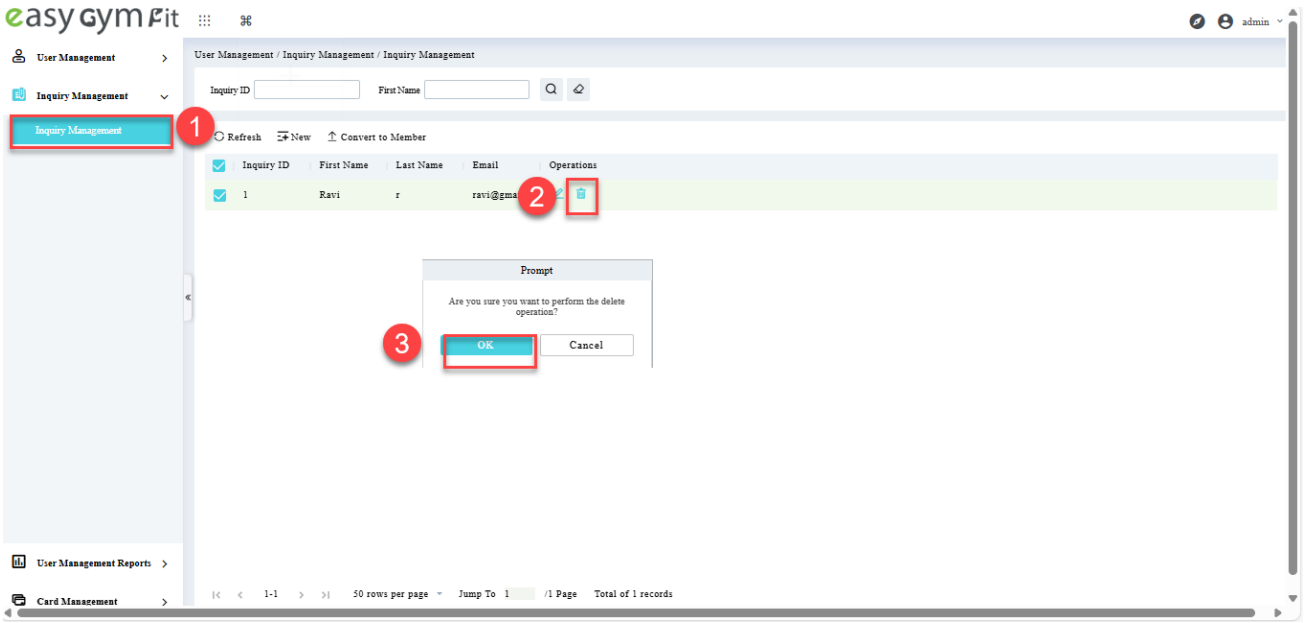
Edit

In **User Management** > **User Management** > **Convert to Member**, click the **Edit** icon and edit the required details. Then, click **OK**.



Delete

Select the **Inquiry ID**, click **Delete**, and click **OK** to delete the inquiry user.



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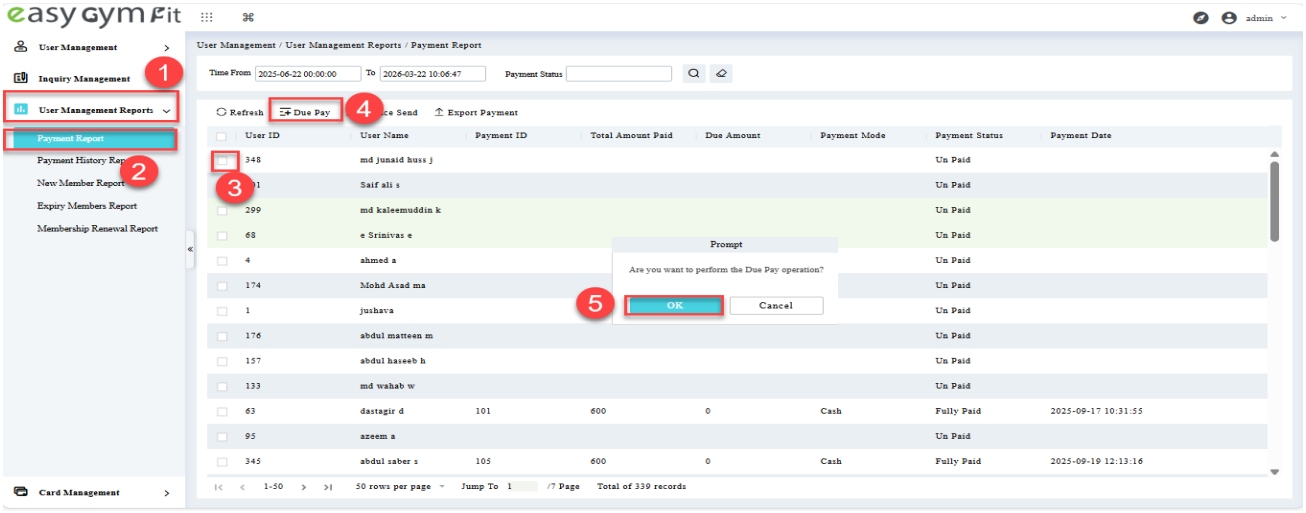
1.3 User Management Reports

1.3.1 Payment Report

Due Pay

Shows a list of payments that users still owe or are overdue. It's used to track unpaid amounts.

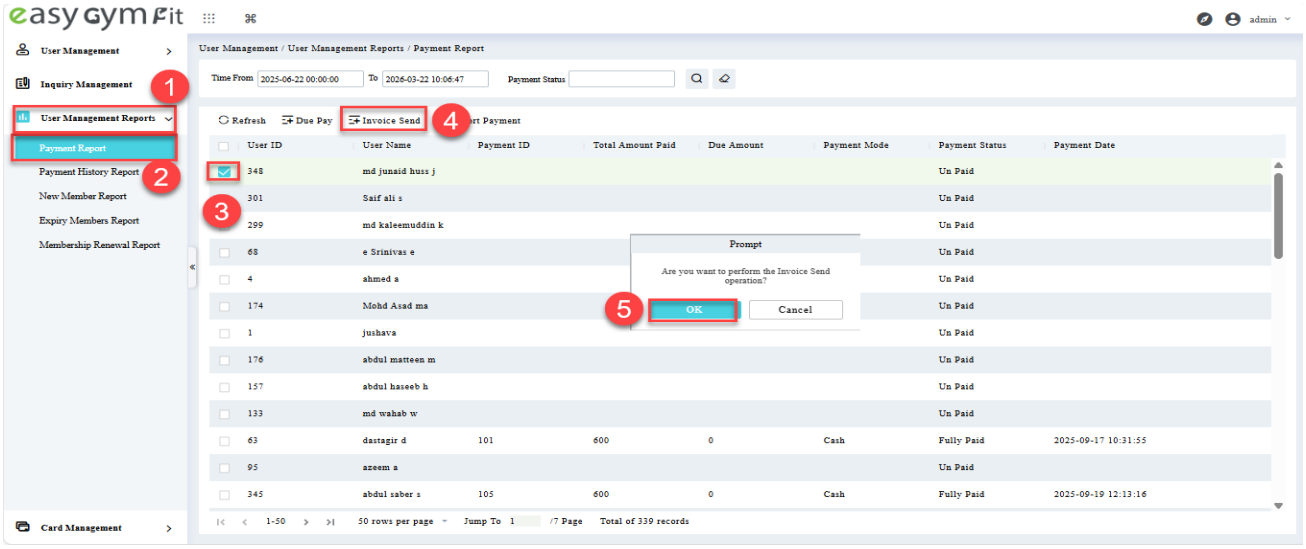
Select the user ID and click **Due Pay.** A pop-up will appear; click **OK**, and the user can see that the payment status is partially paid.



Invoice Send

Send invoices to users, typically for payments they need to make.

Select the user ID and click **Invoice Send.** A pop-up will appear; click **OK**, and the selected user can get the invoice.



Note: Only paid users can get the invoice structure.

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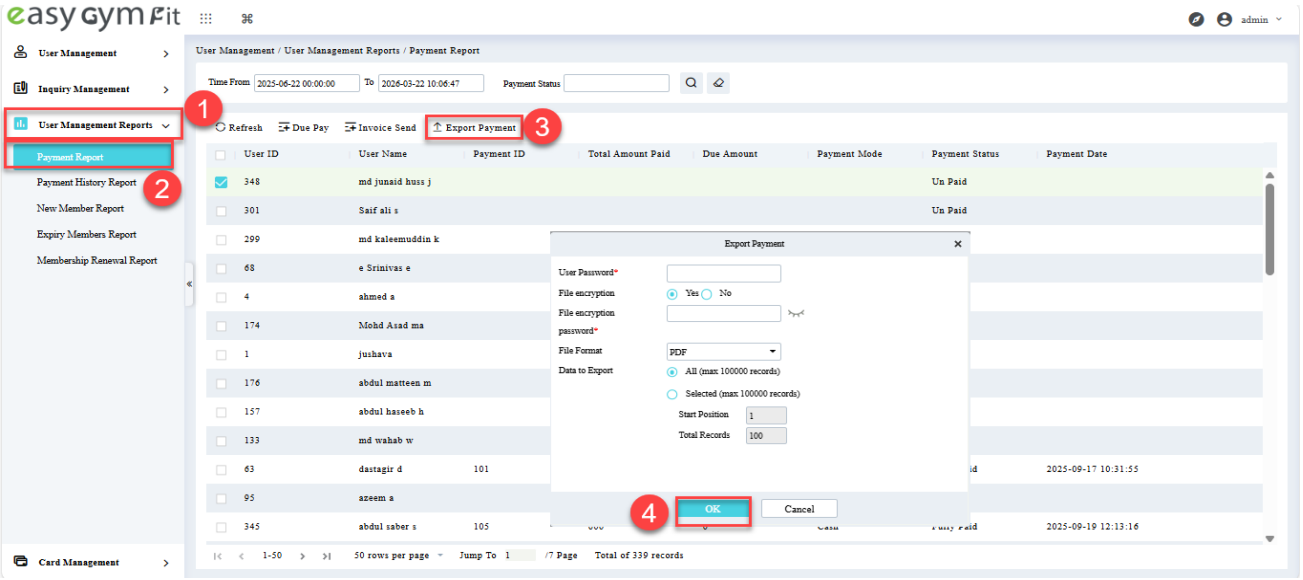
Export Payment

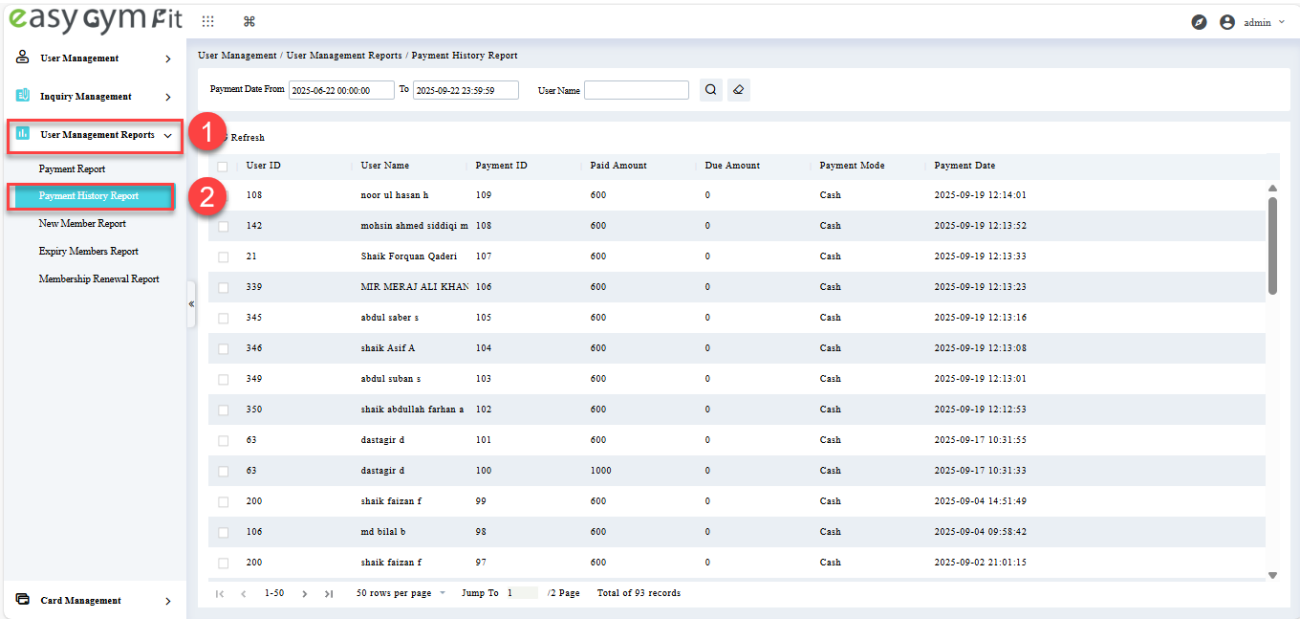
Export Payment: Allows you to download payment details in a file (like CSV or PDF) for record-keeping or reporting.

Click on the **Export Payment.** A pop-up will appear, then enter the details, select the file format, click **OK**, and the user's payment file will be exported.



1.3.2 Payment History Report

The Payment History Report provides a detailed record of all payments made by users within a specified time period. It helps track and review past transactions, including the amounts paid, payment dates, and payment methods.



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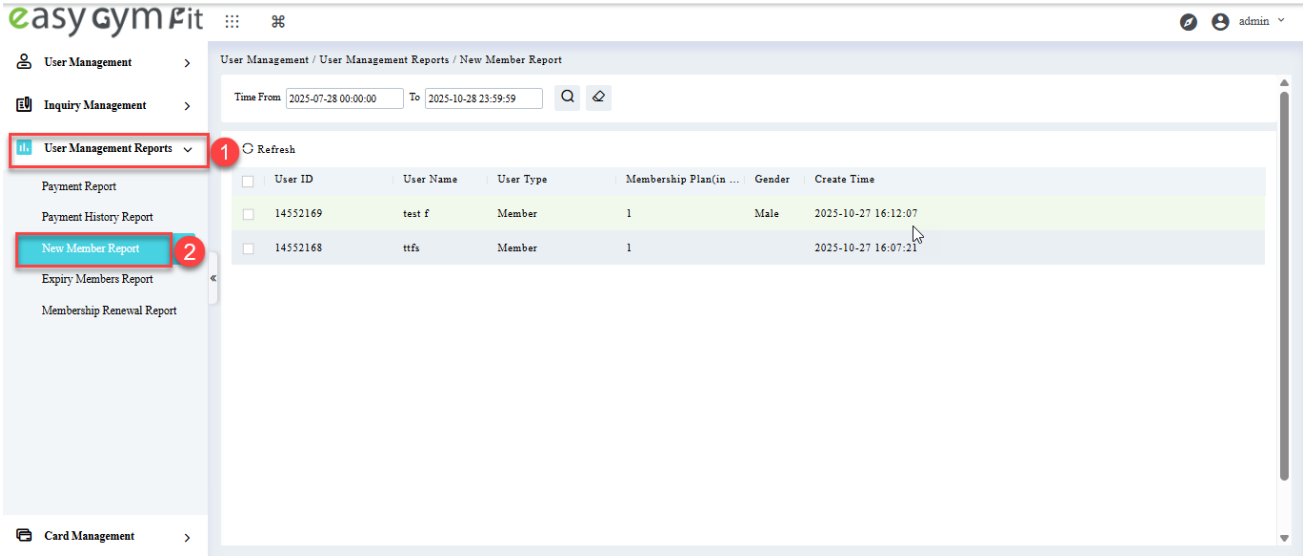
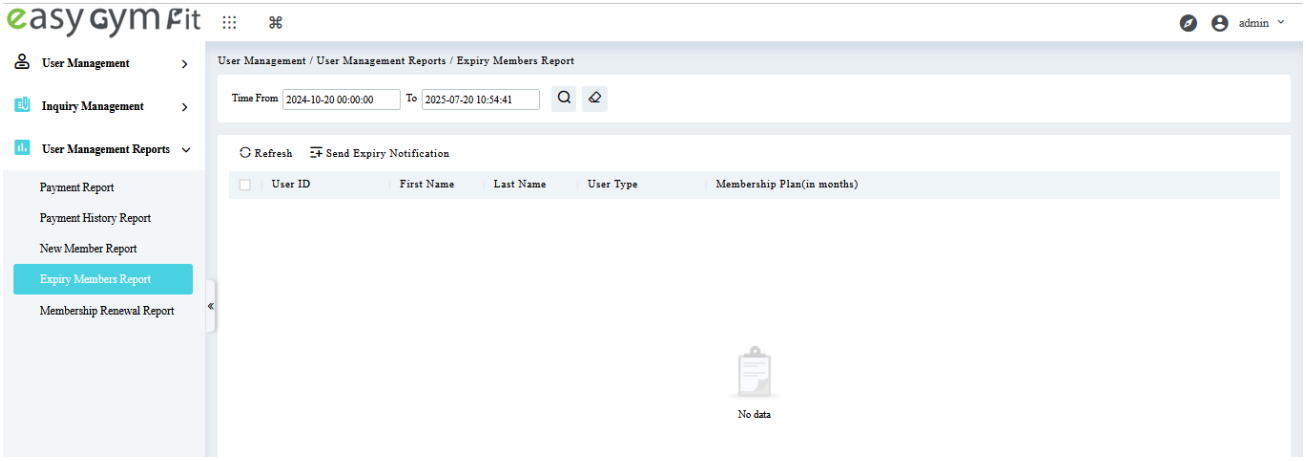
1.3.3 New Member Report

Click on **User Management** > **User Management Report** > **New Members Report** to view the new memberships will be listed on this page.



1.3.4 Expiry Members Report

Click on **User Management** > **User Management Report** > **Expiry Members Report** to view the expired memberships will be listed on this page.



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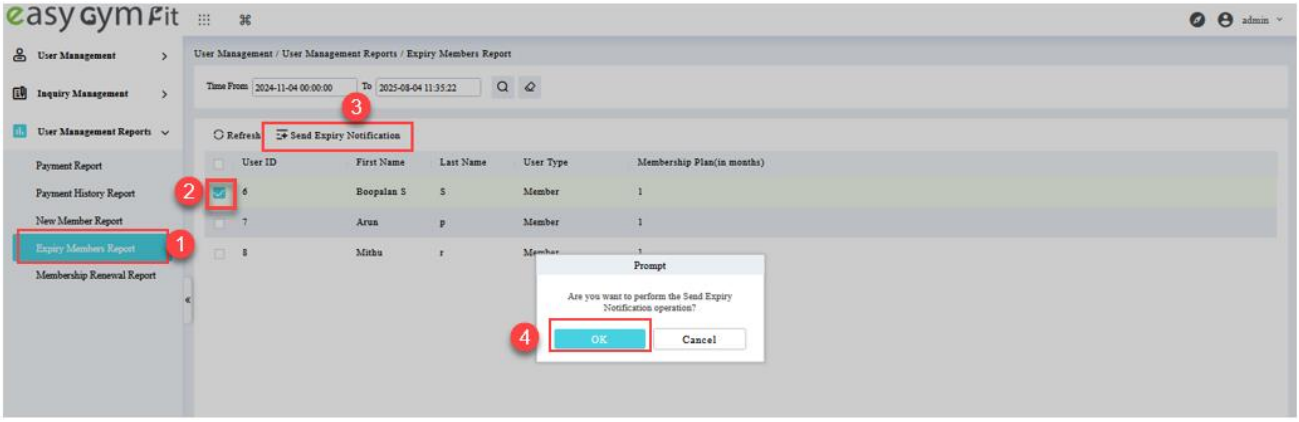
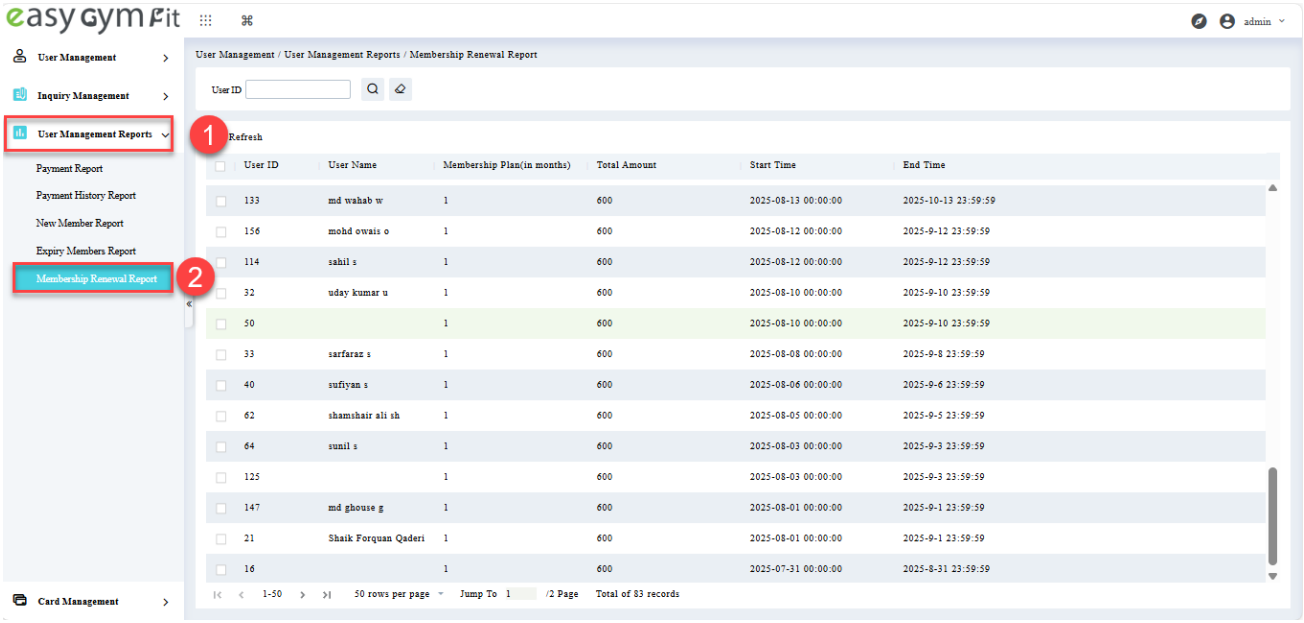
Send Expiry Notification

Click on **User Management** > **User Management Report** > **Send Expiry Notification** to send the notification to the user.



1.3.5 Members Renewal Report

This report shows information about members who have renewed their gym memberships. It helps track renewal activity and membership durations.



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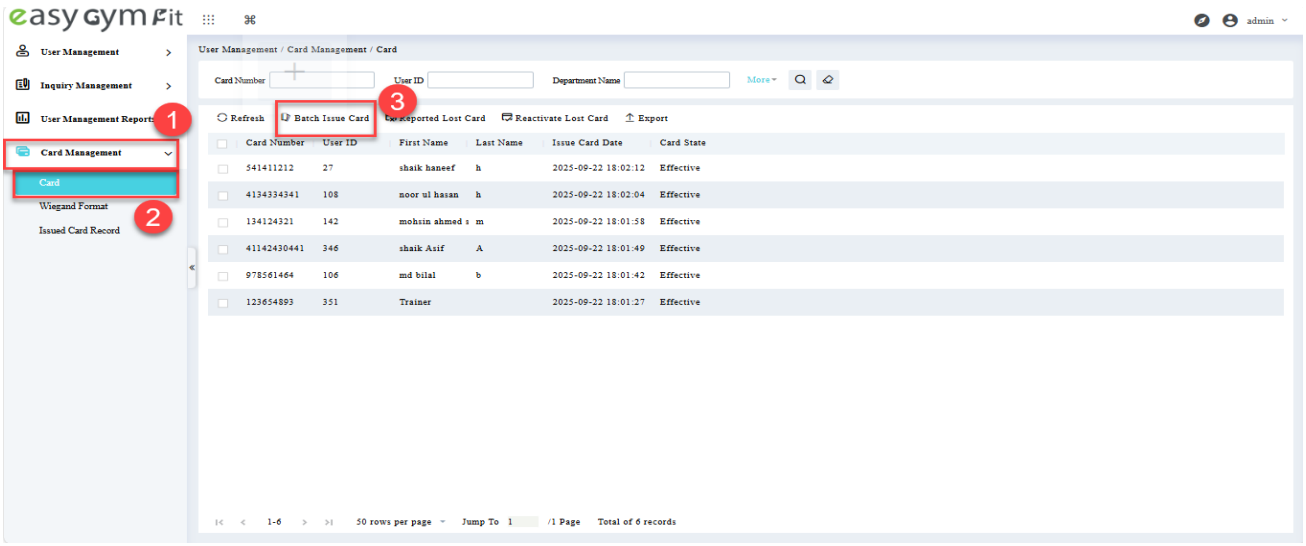
1.4 Card Management

1.4.1 Card

Gym Assistants can print membership cards for members, either one at a time on single sheets of paper or as a batch with multiple cards on one sheet.

Batch Issue Card



1. Fill the fields for Department Name, Start Personnel ID, End Personnel ID, Card Enrollment Method, and Input Card Number.
2. Enter Start and End Personnel No. and click **Generate List** to generate personnel list and show all personnel without cards within this number series.

✍**Note:** The Start and End Personnel No. only support numbers.

3. Select Card Enrollment Method: Register with a USB Reader or device.
   If you want to enroll a card with a USB Reader, you may place the card over the "issue machine" directly. The System will get the card number and issue it to the user in the list on the left.
   For the use of device, you need to select the position of punching, click start to read, the system will read the card number automatically, and issue it to the user in the list on the left one by one. After that, click Stop to read.
   ✍**Note:** During the Batch Issue Card, the system will check whether the card issuer issues card or not, if the card has been issued before, the system will prompt "The Card Number has already been issued".
4. Click **OK** to complete the card issue and exit.

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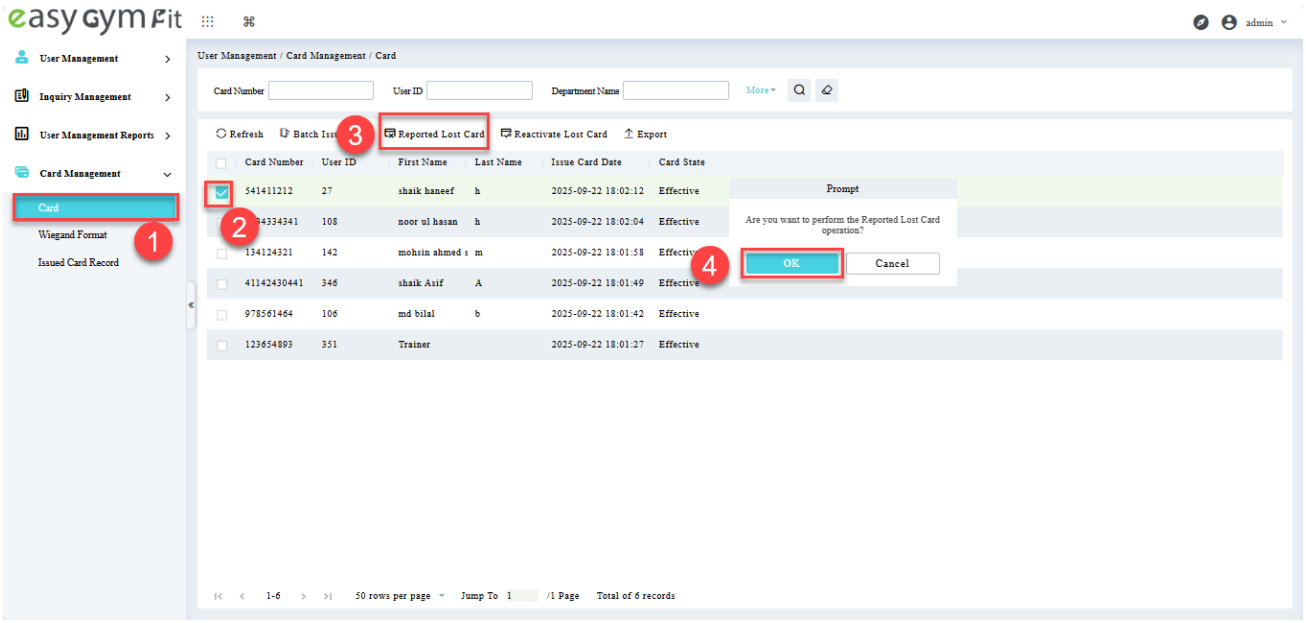
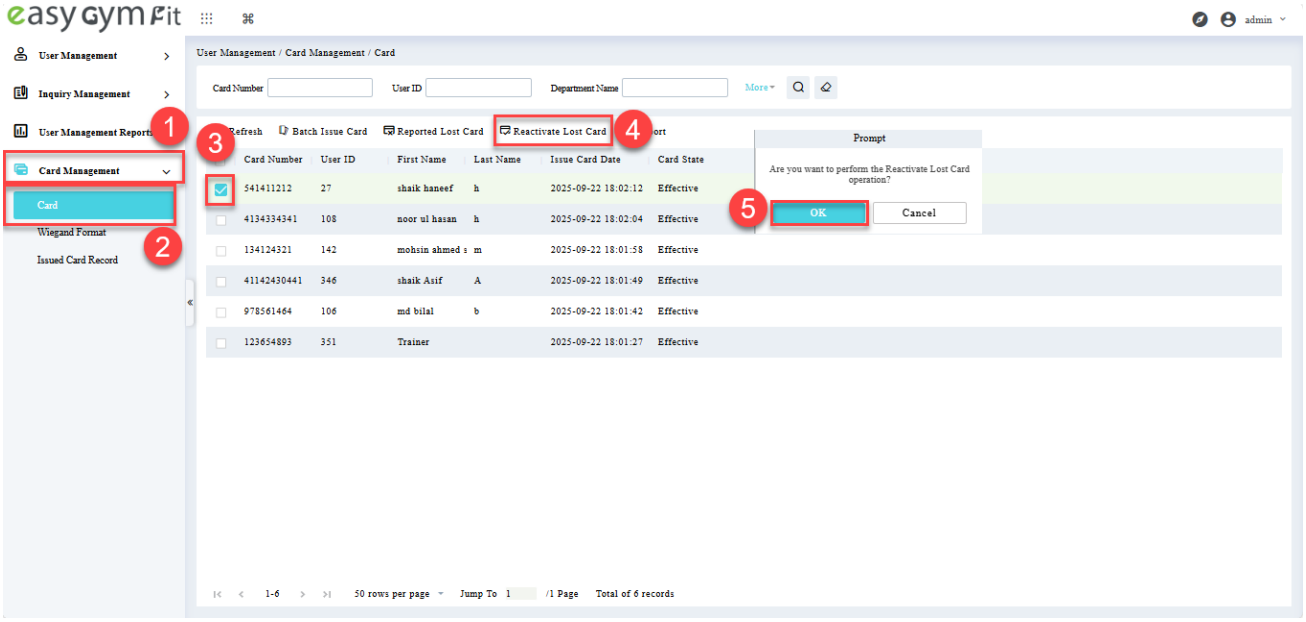
Reported Lost Card

This option is used when a member reports that their gym membership card is lost.



Reactivate Lost Card

This option is used to reactivate a lost card that was either found or replaced.



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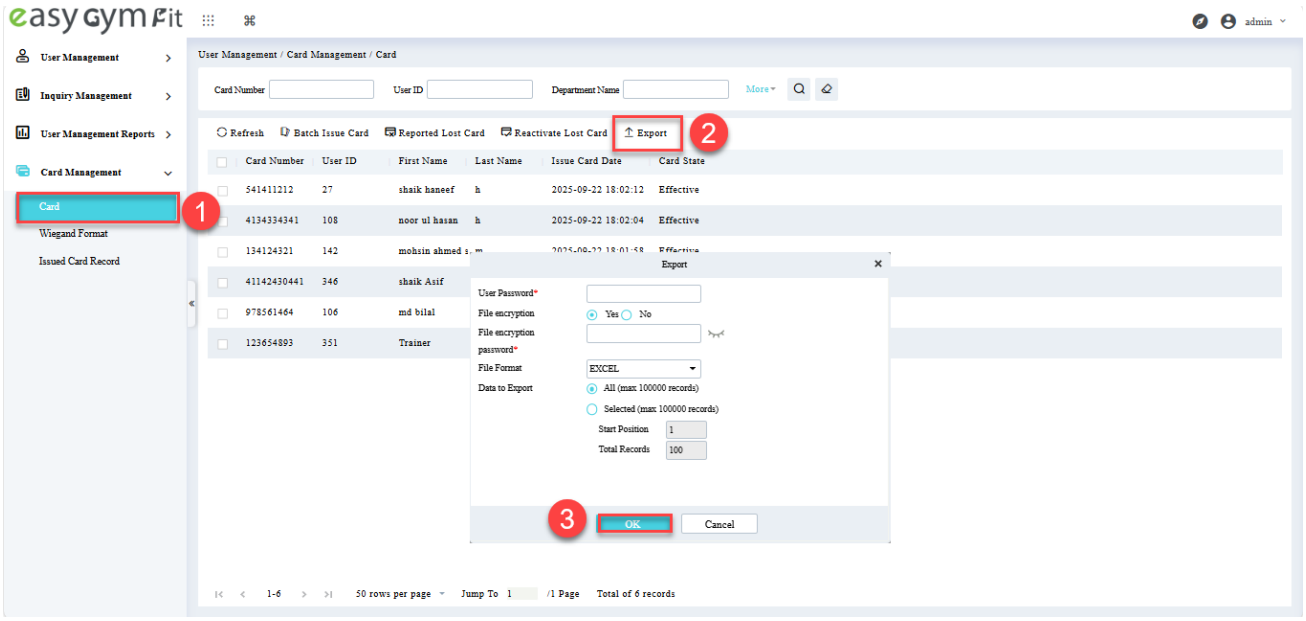
Export

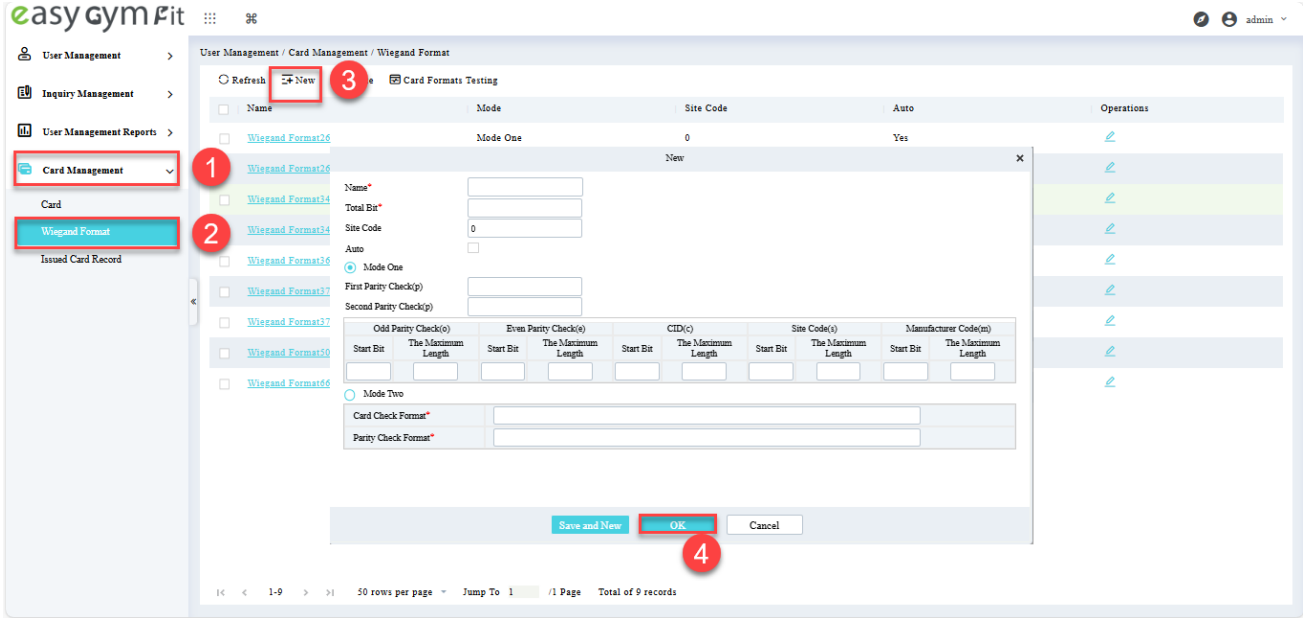
Click **Export**, enter the user password in the displayed security verification dialog box, and select whether to encrypt the file and the file format to export, and click **OK**.



1.4.2 Wiegand Format

Wiegand format is a common way that access control systems send data from card readers to controllers using two wires called Data0 and Data1. The data is made up of bits; the format usually consists of a series of bits (like 26-bit, 34-bit, or 37-bit Wiegand), which include a facility code (to identify the location) and a card number (to identify the person). When a card is scanned, the reader sends these bits as a series of zeros and ones to the controller, which then checks if the person has access.

Add Wiegand Format (New)



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Parameter	Description
Name	Enter the user's name.
Total Bit	Enter the total bits.
Site Code	Enter site code.
Mode One	In Mode One Odd Parity Check, Even Parity Check, CID, Site Code, and Manufacturer Code should be set as Start Bit and The Maximum Length.
Mode Two	In Mode Two Card Check format and Parity check Format must be entered.

This software supports two modes for adding the Wiegand Format: If mode 1 does not meet your setting requirements, you may switch it to mode 2. Take Wiegand Format 37 as an example:

Format Specifying:

"P" indicates Parity Position; "s" indicates Site Code; "c" indicates Cardholder ID; "m" indicates Manufactory Code; "e" indicates Even Parity; "O" indicates Odd Parity; "b" indicates both odd check and even check; "x" indicates parity bits no check.

The previous Wiegand Format 37: the first parity bits (p) check "eeeeeeeeeeeeeeeeee"; the second parity bits check "ooooooooooooooooooo". Card Check Format can only be set "p, x, m, c, s"; Parity Check Format can only be set "x, b, o, e".

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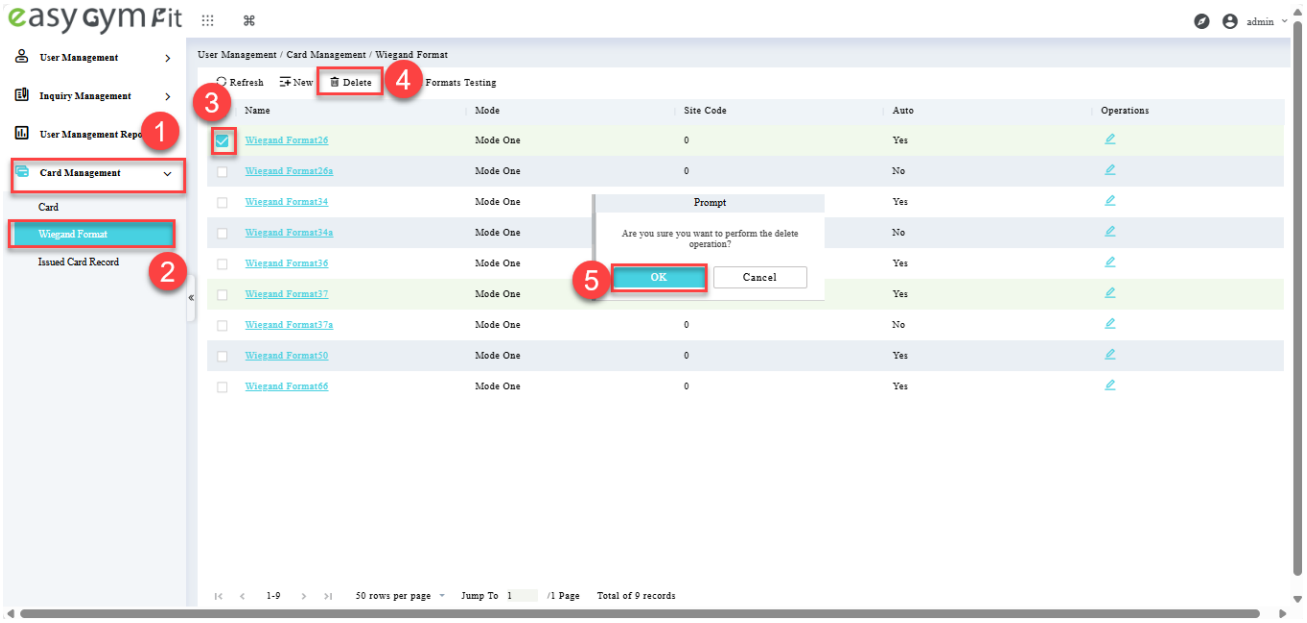
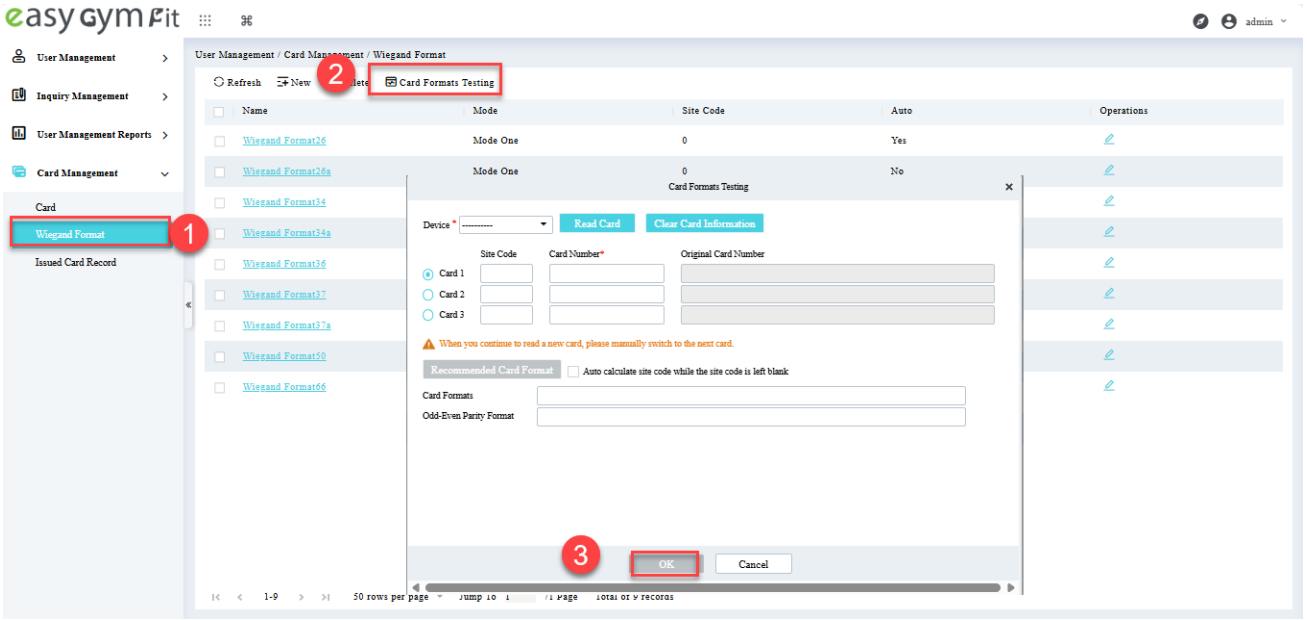
Delete

Select the Wiegand format, click **Delete**, and click **OK** to delete the Wiegand format.



Card Format Testing

Select the Wiegand format and click **Card Formats Testing**. A pop-up will appear, displaying the card format testing page. Enter the required details and click **OK** to complete the testing.



When the card number does not match with the one which is displayed on the system, the user can use the **Card Formats Testing function** to calibrate the Wiegand format. The page is explained as follows:

Select the device that supports the card format test function, and fill the card number and the site code (optional):

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Steps:

Click **Read Card** and swipe the card on the reader. The original card number will be displayed on the **Original Card Number** text box.

Click **Recommended Card Format** and the recommended Wiegand card format will be displayed below.

Click **Auto calculate site code while the site code is left bank** and the software will calculate the site code according to the card format and card number.

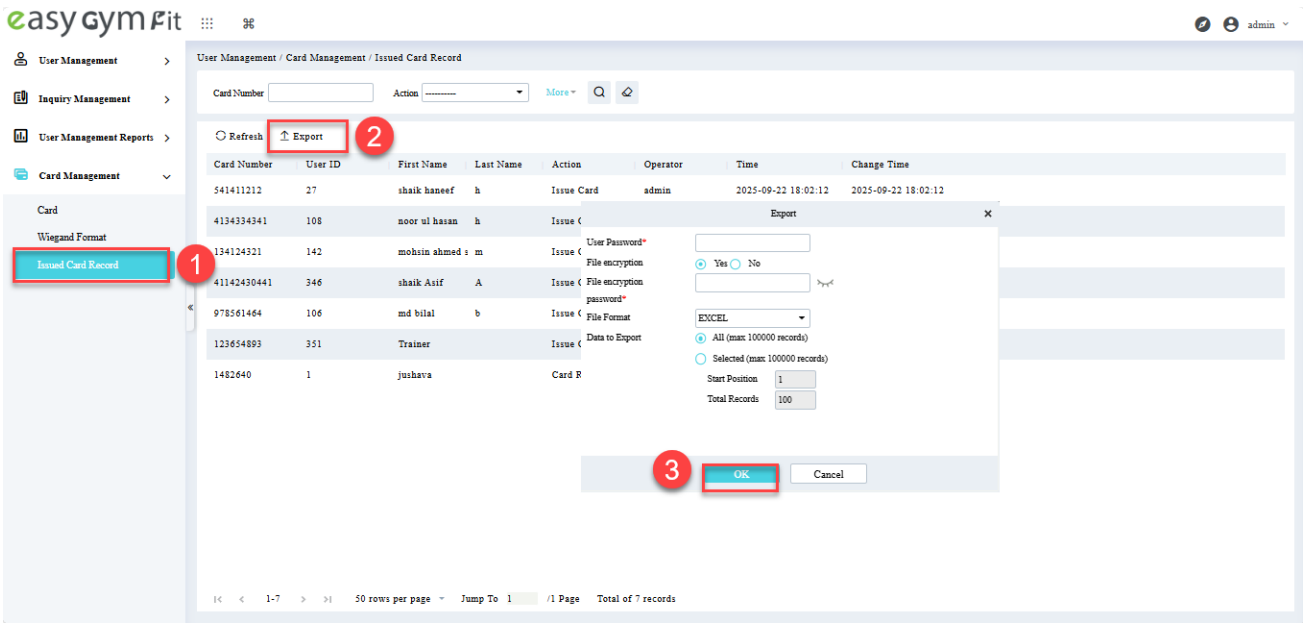
Click **OK** and the page will jump to the Wiegand format page to save the new Wiegand format.

✍**Note:** The card format testing function is only supported by few devices.

1.4.3 Issue Card Record

Export

Click Export, enter the user password in the displayed security verification dialog box, and Click **OK**. Select whether to encrypt the file and the file format to export and click **OK**.



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2 Access Device

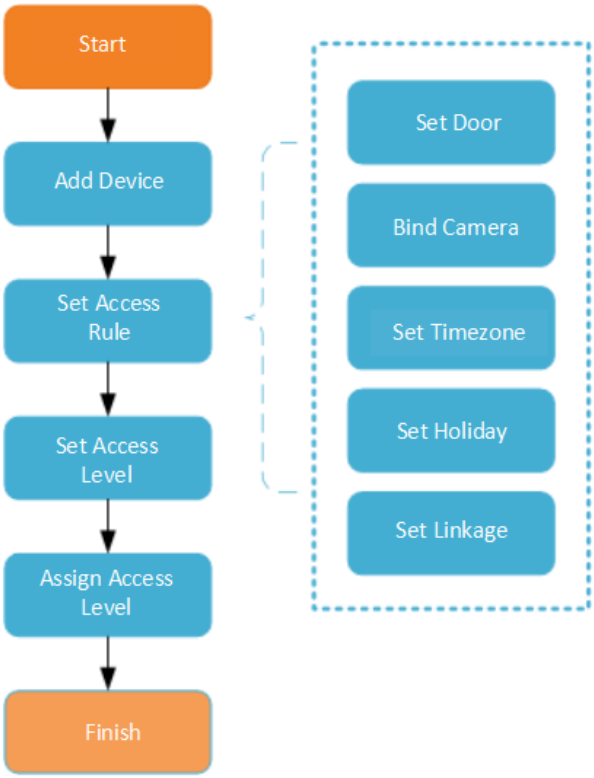
2.1 Operation Scenario

The **Access Control** module is used as the entry and exit management of pedestrians. Through the configuration of access control equipment and permission groups, unified management of entry and exit of people is realized. The most fundamental problem to solve is to control who uses what media to enter and exit which door at what time.

2.2 Operation Process

This section describes the configuration process of the **Access Control** module service.

The **Access Control** module service configuration process is shown in the figure below.



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2.3 Access Device

2.3.1 Device

Introduce the configuration steps of searching and adding access control devices in Easy Gym Fit.

Through the search method, the access control devices that have been set to point to the server can be found, and the access control devices that have been searched can be added directly, which is convenient to operate.

Preconditions:

1. Before adding the **Access Control** device, perform IP allocation settings.
2. The device needs to set the server address in advance before searching and adding. The configuration steps for the server are as follows:
   I. In the access control device that has been connected to the power supply and the network, set it directly on the device screen.
   II. Select and click Main Menu > Communication Equipment > Network Management Platform or Cloud Server Settings
   III. Set the IP address and port of the current server, specifically the IP address and port of the Easy Gym Fit server and complete the server configuration.

Add Devices (New)

This section describes how to add a new user in Easy Gym Fit.

Operation Steps

Step 1: In the Access Module, choose **Access Device** > **Device.**

Step 2: Click **New** in the left column, and the page for adding a new device is displayed.

Step 3: On the page for a new device, set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table.

Step 4: Click **OK** to add a new device to Easy gym fit.

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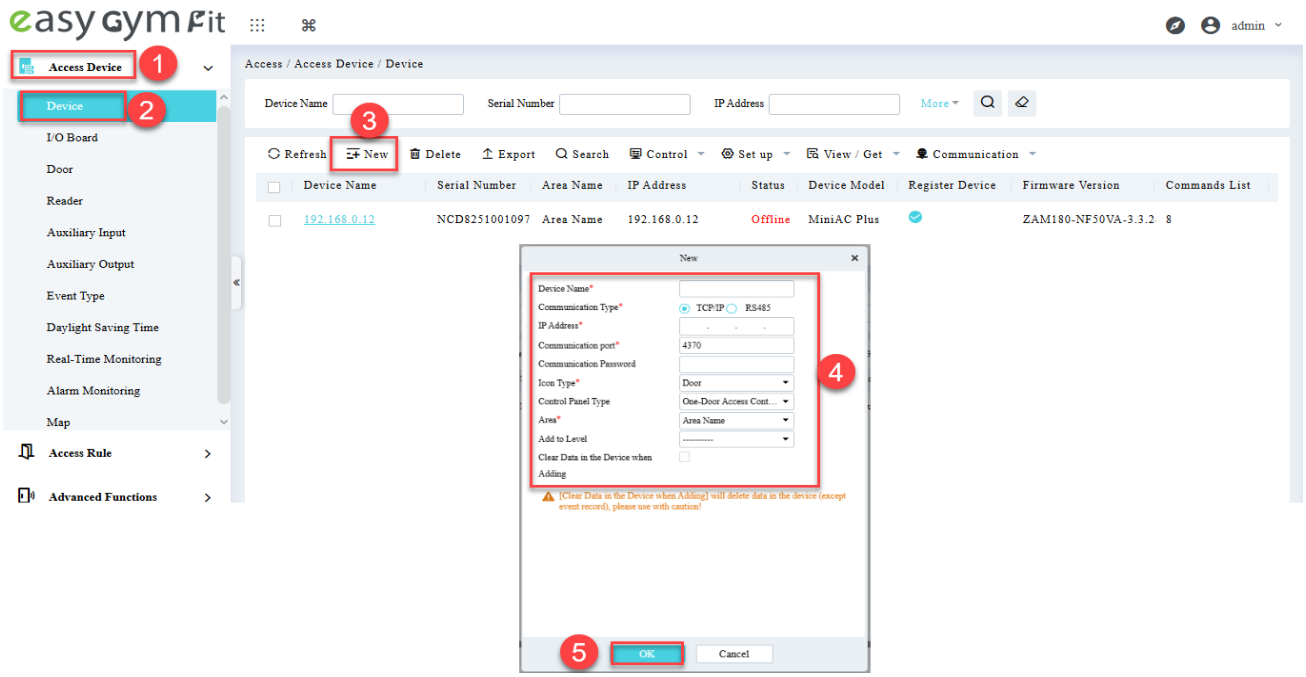

Parameter	Description
Device Name	Customize the name of the device.
New Server Address/Port	Set the IP address and communication port of the system to be used (the default communication port is 8088).
Communication Password	Fill in the communication password of the device. If there is no password, user do not need to fill it in. User can add it only after the verification is successful. For new factory equipment and initialized equipment, the communication password is empty. In order to ensure that the device is not used by others, users can enter the device IP address through the web page to enter the background to customize the device verification password.
Icon Type	Select the icon display type of the real-time monitoring interface: Door, Parking Barrier, Flap Barrier.
Area	Divide the device into regions and select the region to which the device belongs.
Add To Permission Group	The device is automatically added to the selected permission group.
Clear Data from Device When Adding	Set whether the original **Access Control** data in the device will be automatically cleared after the device is added.

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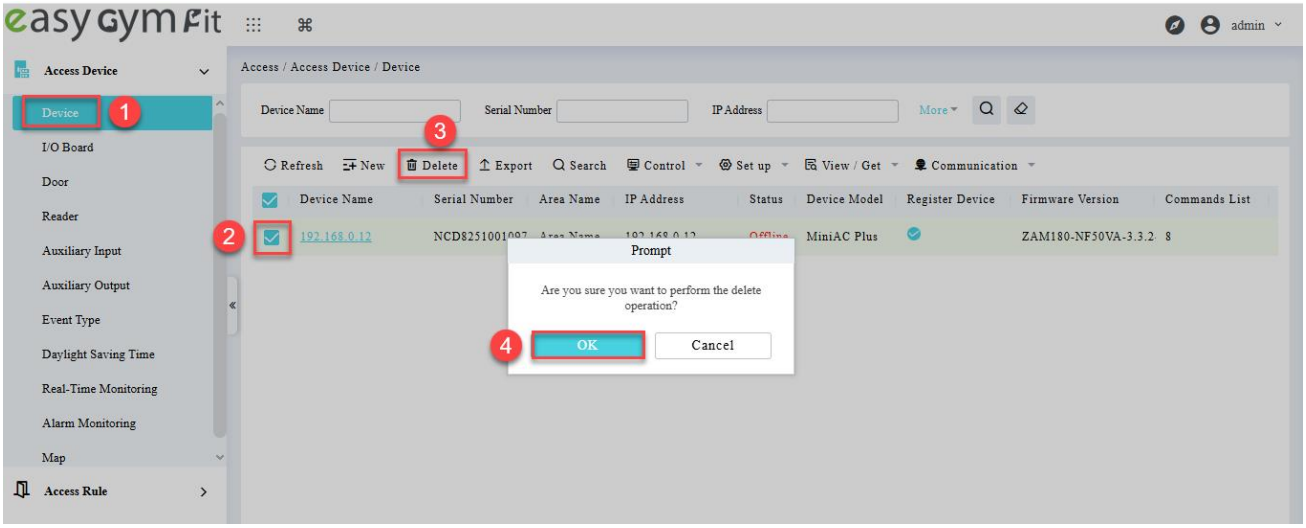
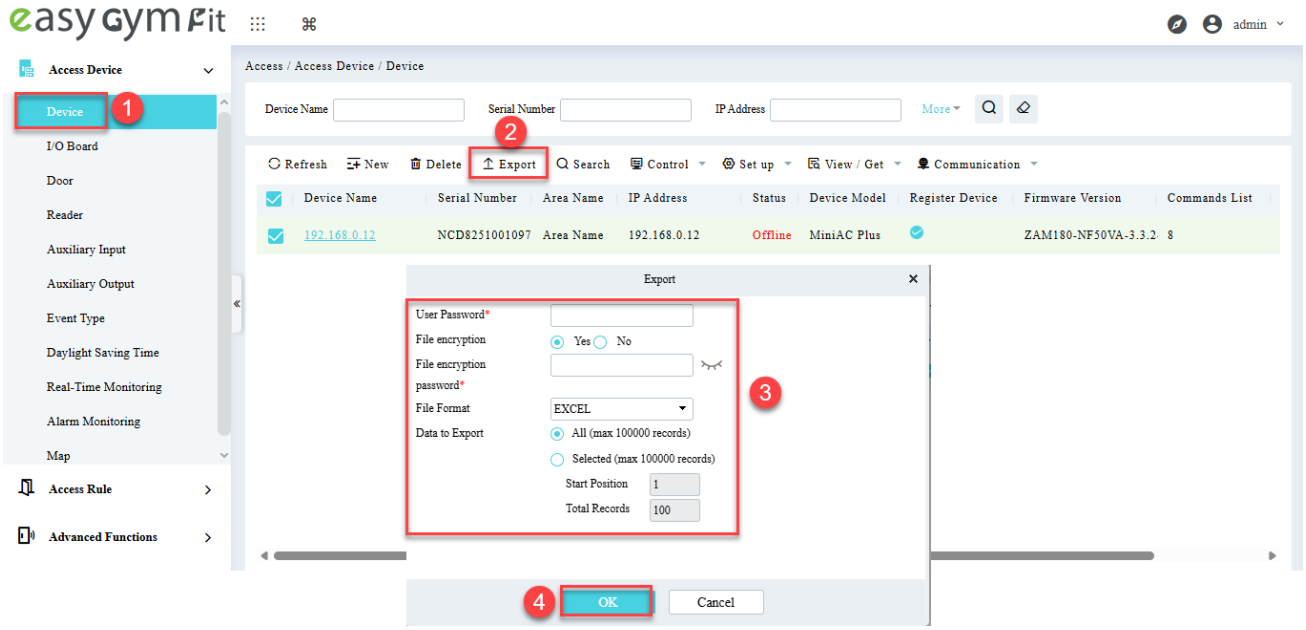
Delete

Select device, click **Delete**, and click **OK** to delete the device.



Export

Device information can be exported in EXCEL, PDF, and CSV file format.



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Device

Device Name	Serial Number	Area Name	Communication Type	Network Connection Mode	IP Address	RS485 Parameter	Enable	Device Model	Register device	Firmware Version
192.168.218.60	20100501999	Area Name	HTTP	Wired	192.168.218.60		Enable	C3-400Pro		AC Ver 4.7.7.3033 Jun 16 2017

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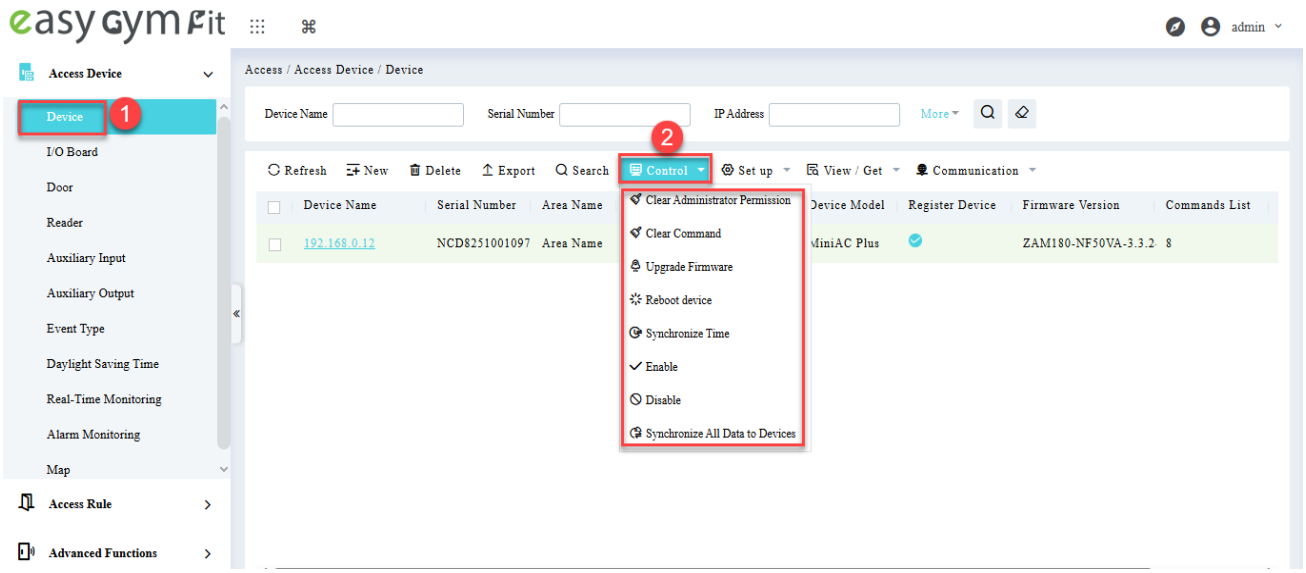
Control



Clear Administration Permission

The administration has permission to clear the administration permission from the device.

Clear Command

Select the device details you want to clear from the list, then use the clear command.

Upgrade Firmware

Select the device that needs to be upgraded, click **Upgrade firmware** to enter edit interface, then click **Browse** to select firmware upgrade file (named emfw.cfg) provided by Access software, and click **OK** to start upgrading.

✍**Note:** The user shall not upgrade firmware without authorization. Contact the distributor before upgrading firmware or upgrading it following the instructions of the distributor. Unauthorized upgrades may affect normal operations.

Reboot Device

It will reboot the selected device.

Synchronize Time

It will synchronize device time with server's current time.

Disable/Enable

Select device, click **Disable/Enable** to stop/start using the device. When communication between the device and the system is interrupted or device fails, the device may automatically appear in disabled status. After adjusting local network or device, click **Enable** to reconnect the device and restore device communication.

Synchronize All Data to Devices

Synchronize data of the system to the device. Select the device, click **Synchronize All Data to Devices,** and click **OK** to complete synchronization.

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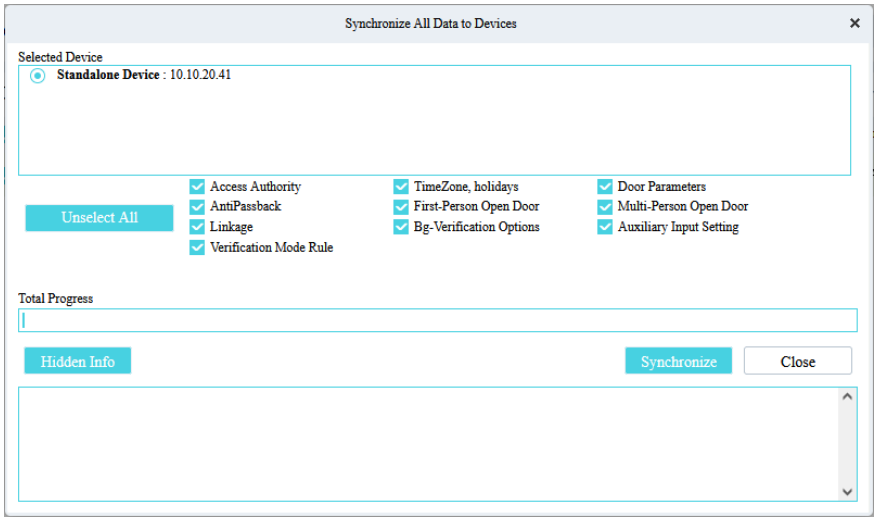
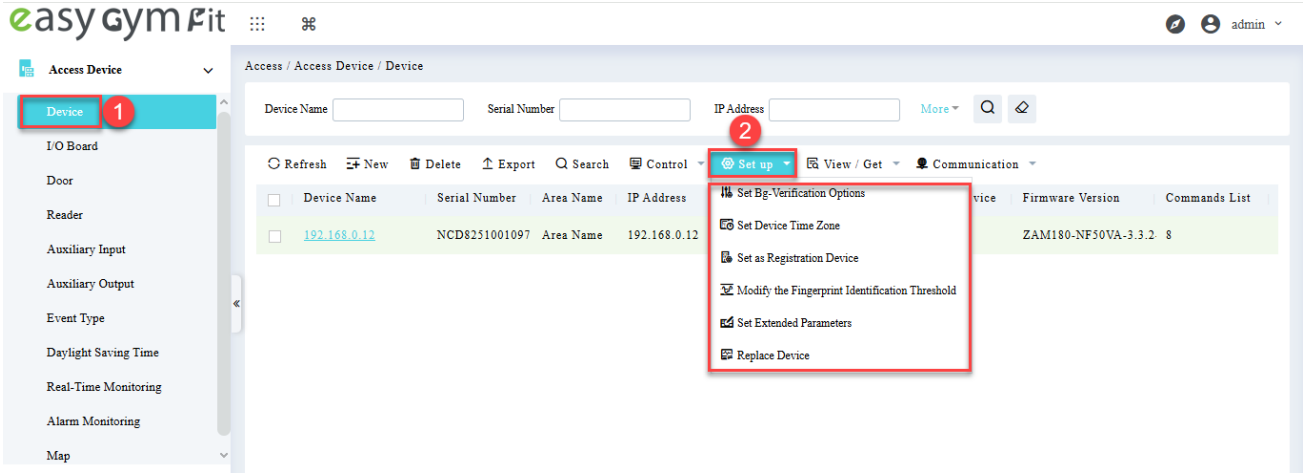


✍**Note: Synchronize All Data to Devices** will delete all data in the device first (except transactions) and thus download all settings again. Please keep the internet connection stable and avoid power down situations. If the device is working normally, please use this function with caution. Execute it in rare user situations to avoid impact on normal use of the device.

Set Up



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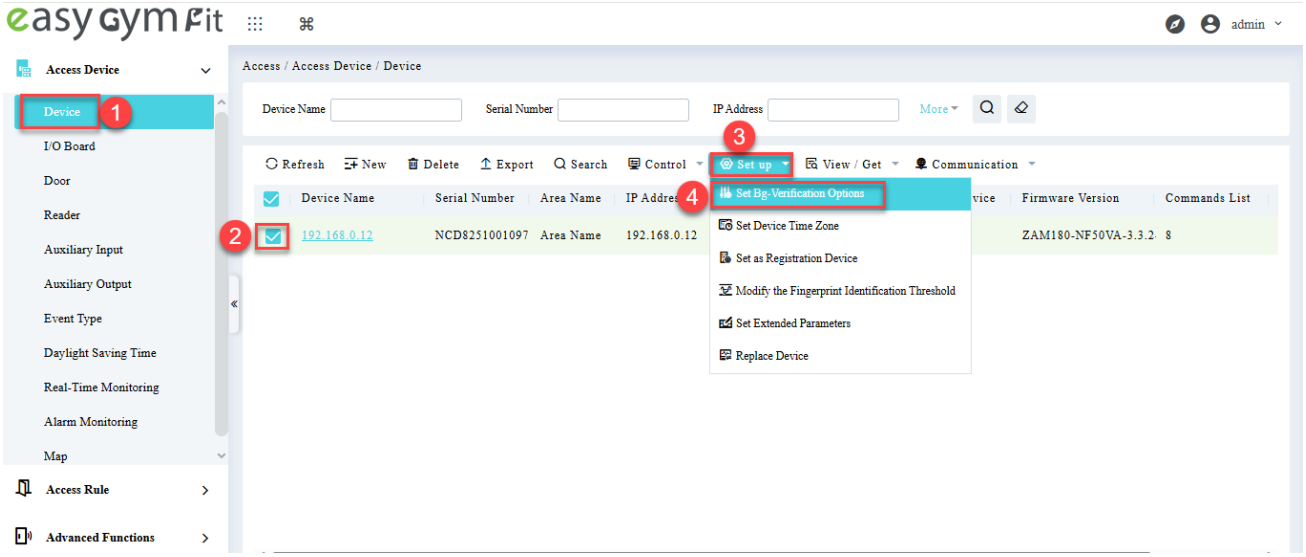
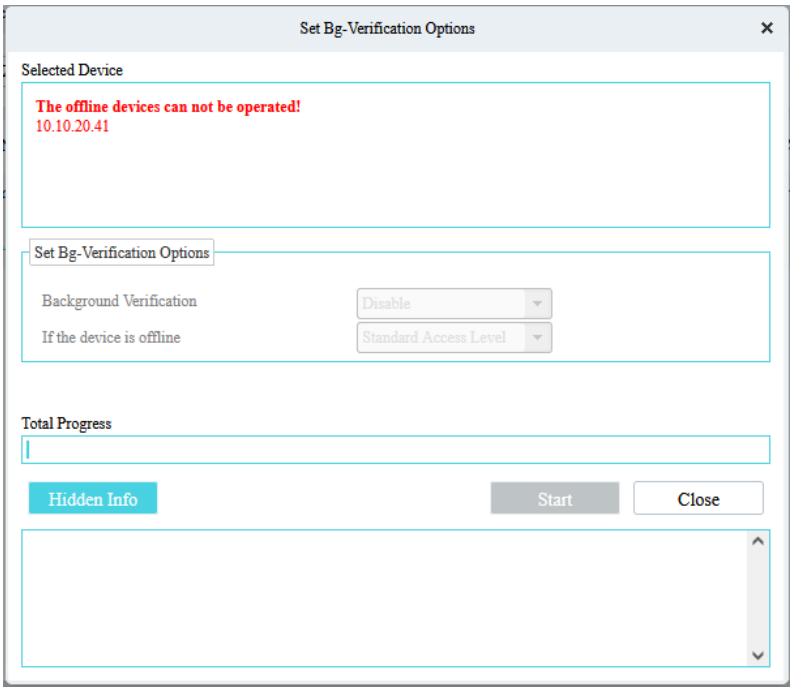
Set Background Verification Options:

Select the required online device; click **Set up** > **Set Background-verification Options.**





Background verification: Enable or Disable Background verification function.

If the device is offline: If the controller is offline, the device has levels of Standard Access Level or Access Denied.

After setting parameters, click **Start** button to issue command to the device setting.

✍**Note:** If user needs advanced access control functions, please enable Background verification, and issue the background verification parameters to the device.

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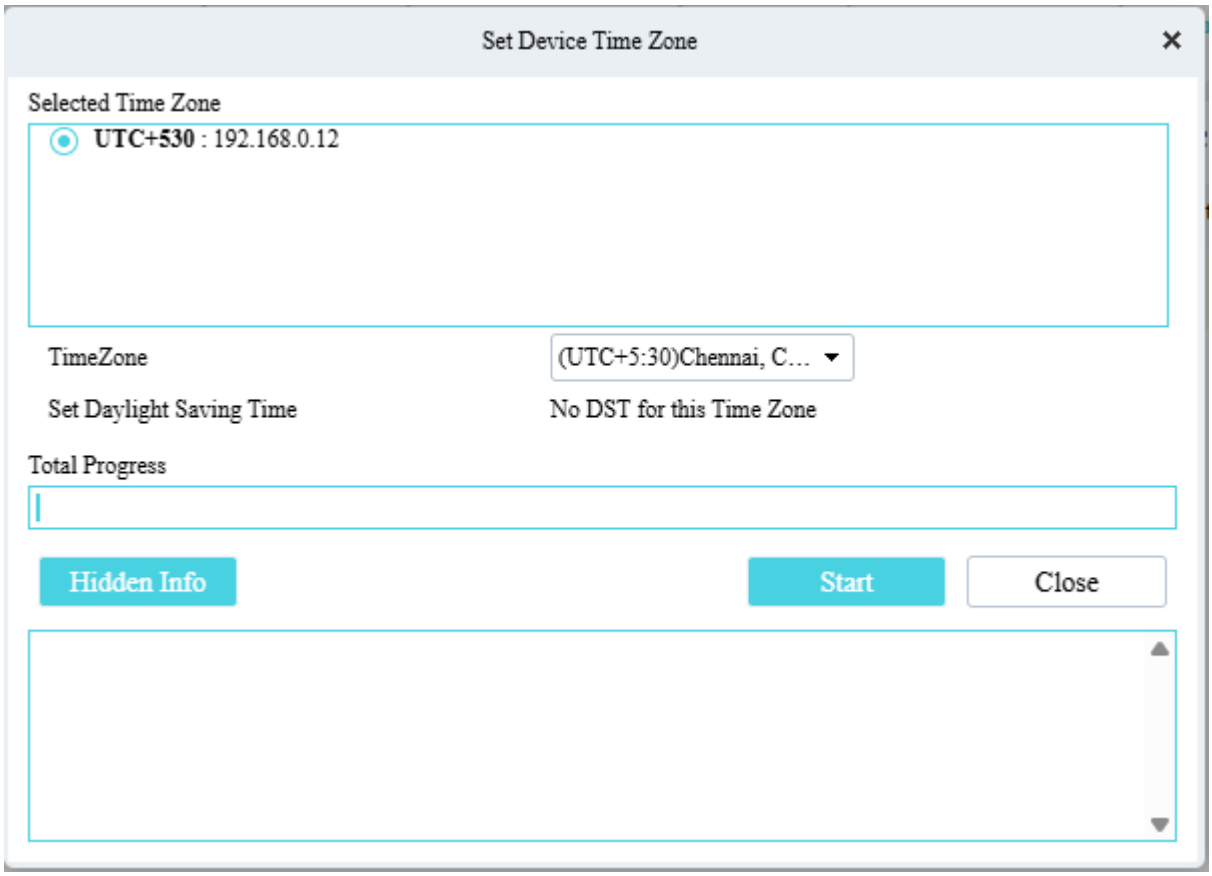
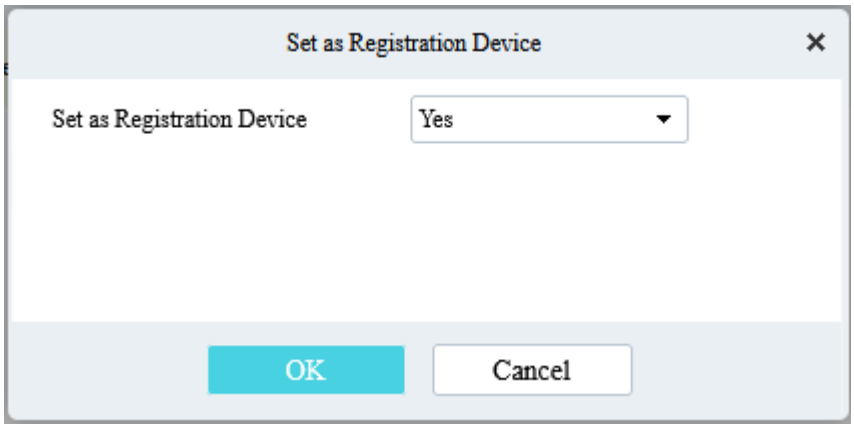
Set Device Time Zone

If the device supports the time zone settings and is not in the same time zone as the server, user need to set the time zone of the device. After setting the time zone, the device will automatically synchronize the time according to the time zone and server time.



Set the Registration device: Set the registration device only when the standalone device's data such as personnel can automatically upload.



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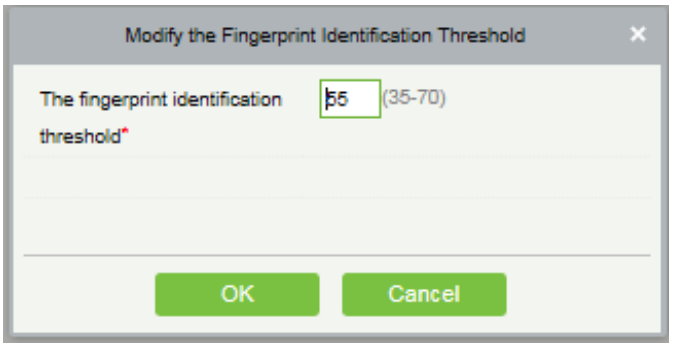
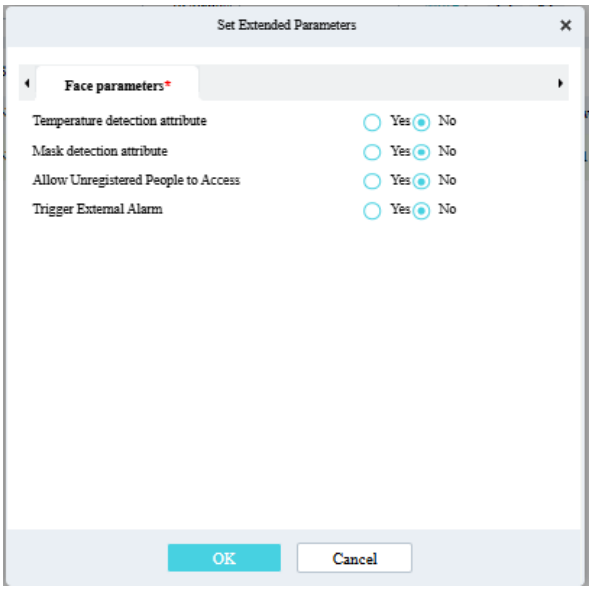
Modify the Fingerprint Identification Threshold (Ensure that the access controller supports fingerprint function):



Users can modify the fingerprint identification thresholds in the devices; it ranges from 35 to 70 and it is 55 by default. The system will read the thresholds from the device. Users can view the thresholds devices list. More than one device can be changed by using Batch operation function.

Set Extended Parameters: We can set the extended parameters of the device like temperature detection and mask detection.



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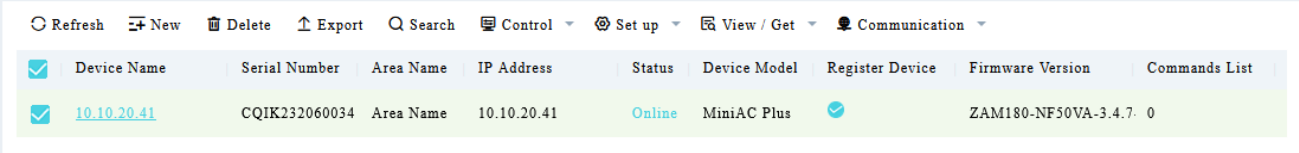
Device Replacement

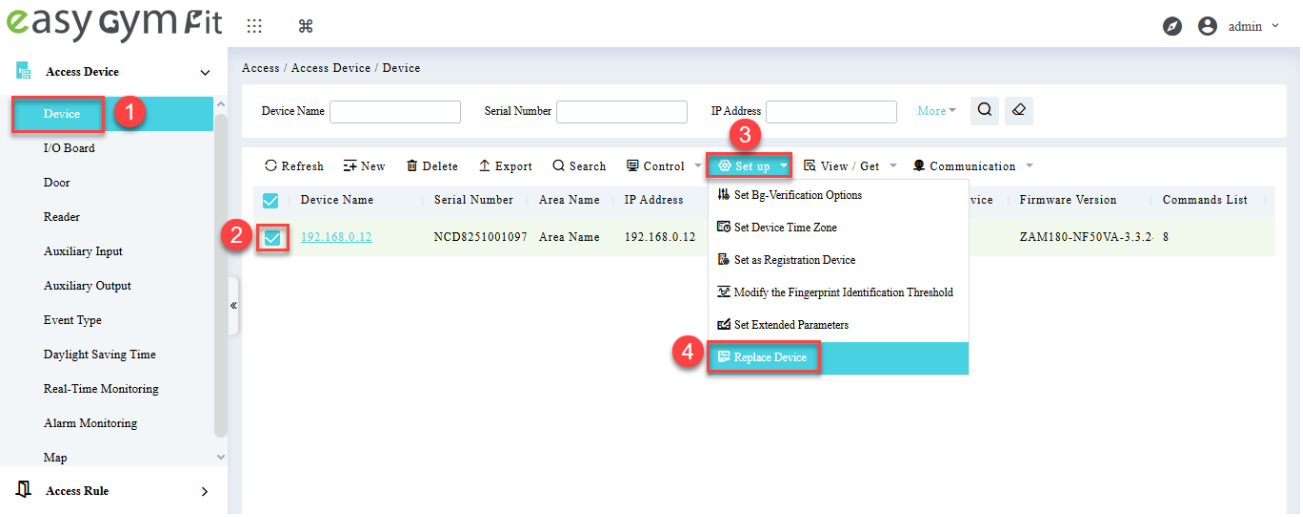
Introduce the configuration steps for replacing access control devices in Easy Gym Fit.

When a device is unavailable, we can quickly add a new device and synchronize all configurations from faulty device to the new device by simply entering the serial number of the replaced device.

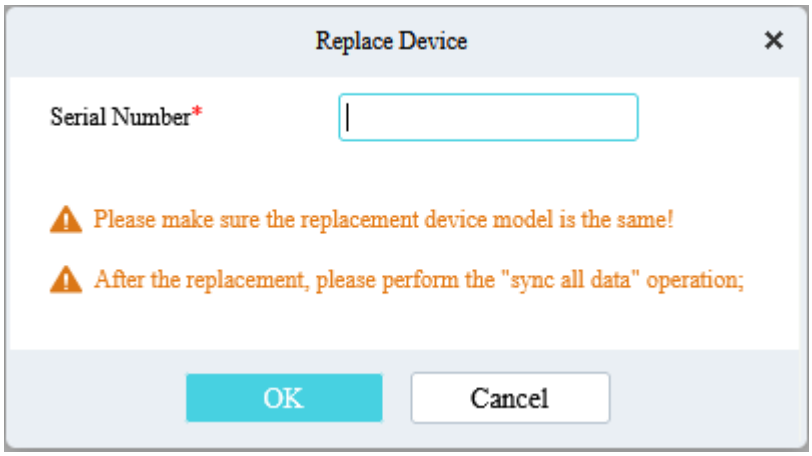
Step 1: In the **Access** > **Access Device**, select the unavailable device.



Step2: Click **Set up** > **Replace Device.**



Step 3: Enter the serial number of the new device, then click **OK.**



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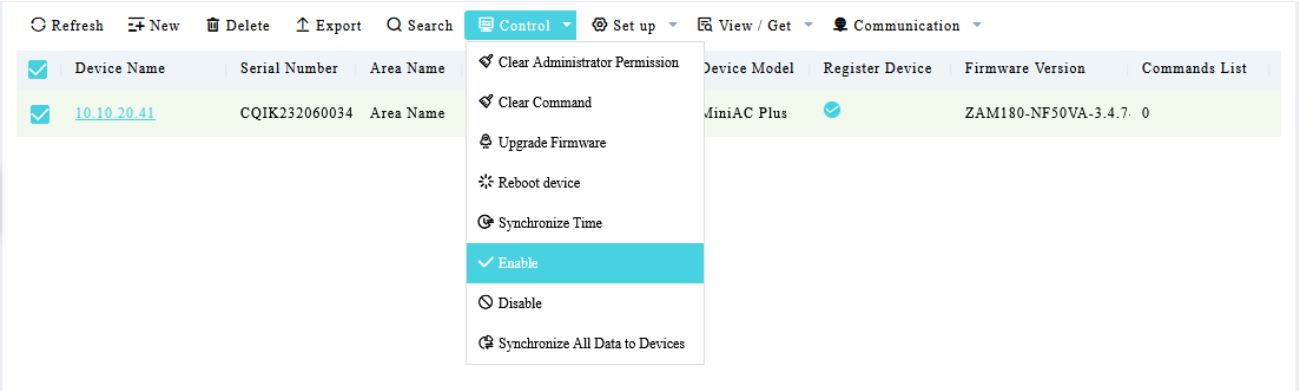
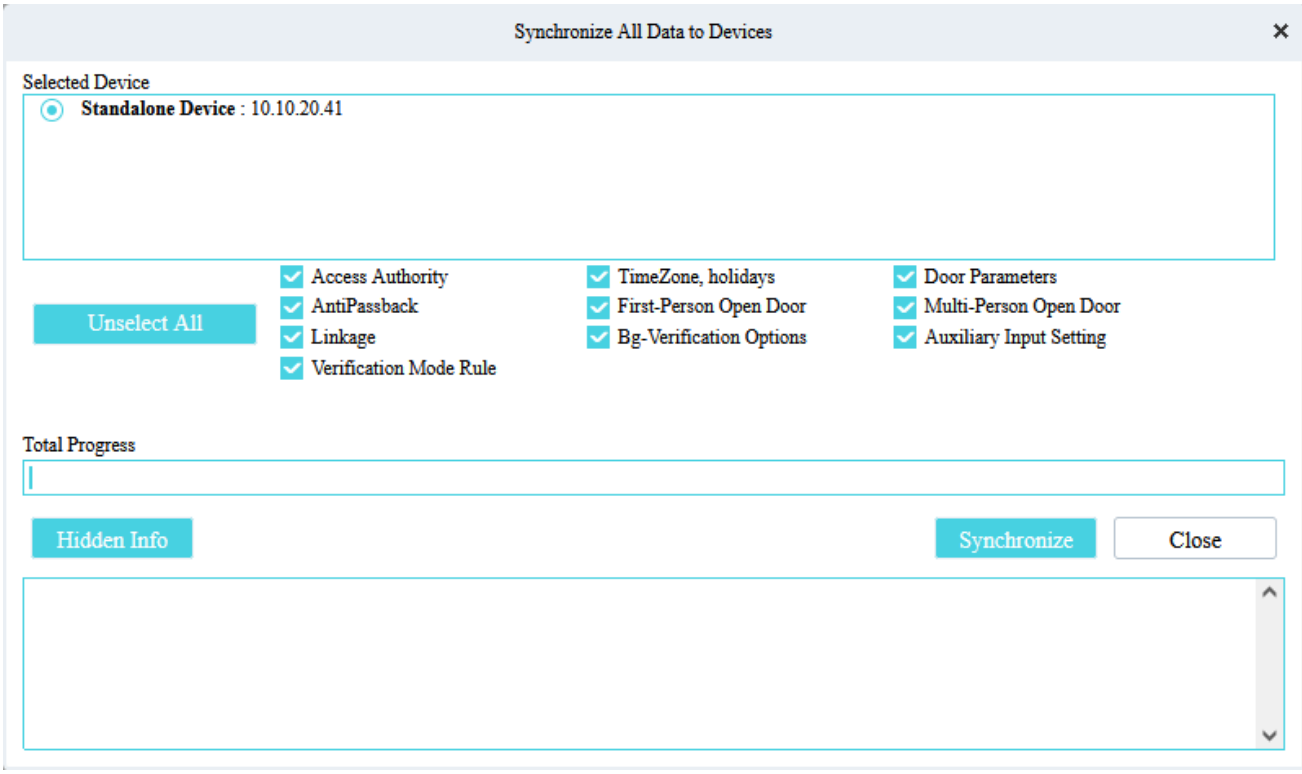
Step 4: Select the new device, then click **Control** > **Enable.**



Step 5: Select the new device, then click Control > Synchronize All Data to Device.



✍Note:

1. Before replacement, the device needs to configure the server address and IP allocation.
2. Make sure that the replacement device model is the same.
3. After the replacement, please perform the "**sync all data**" operation.

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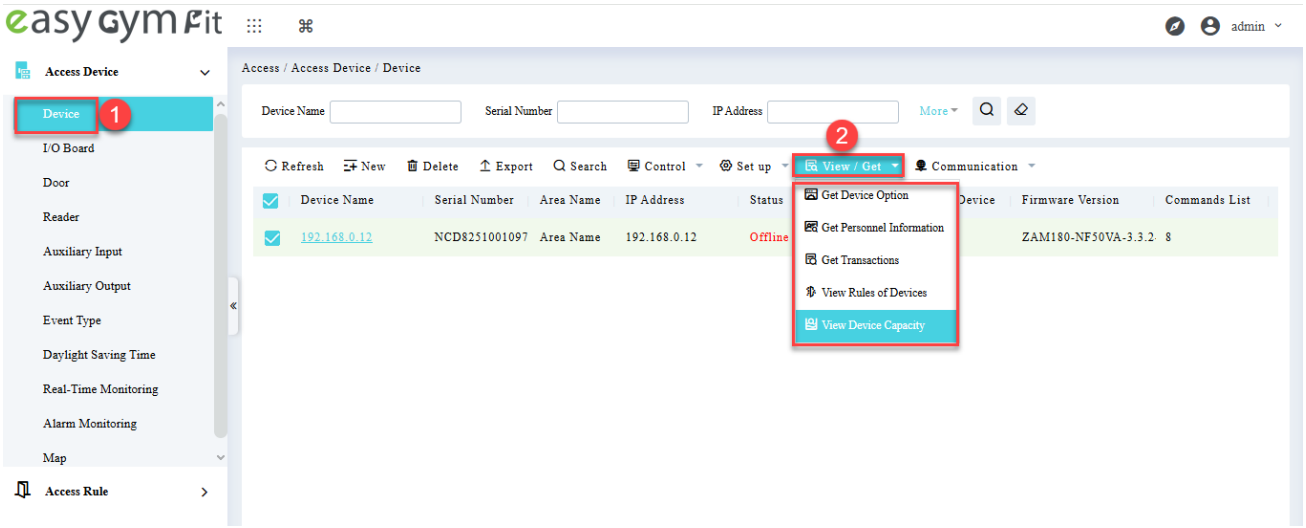
View/ Get

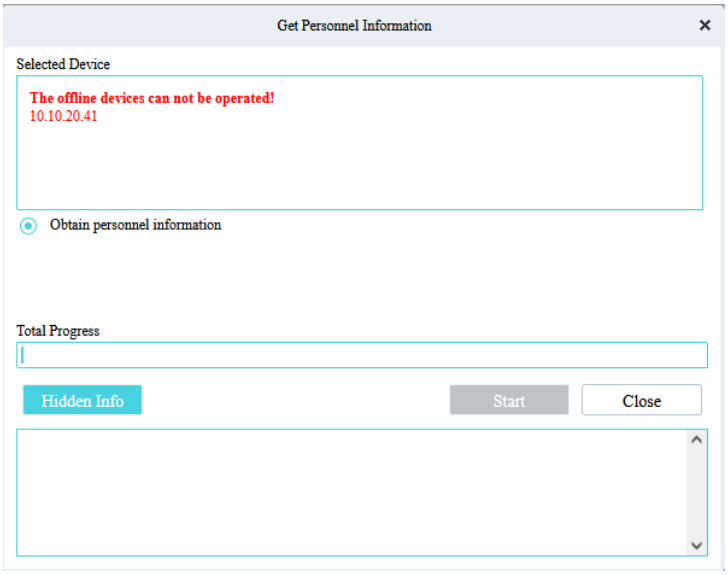


Get Device Option

It gets the common parameters of the device. For example, get the firmware version after the device is updated.

Get Personnel Information

Renew the current number of personnel, fingerprints, finger vein and face templates in the device. The final value will be displayed in the device list.



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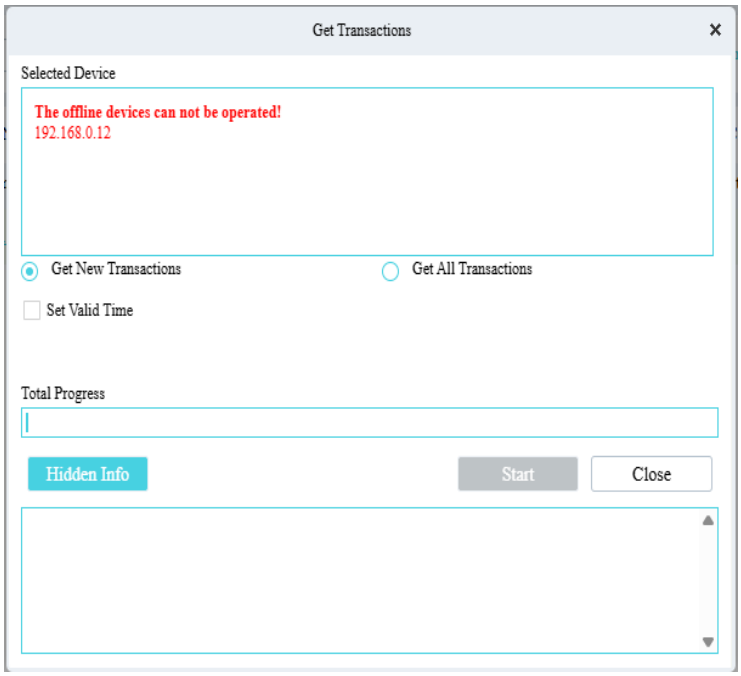
Get Transactions

Get transactions from the device into the system. Two options are provided for this operation: Get New Transactions and Get All Transactions.



I. Get New Transactions

The system only gets new transactions from the last collected and recorded transaction. Repeated transactions will not be rewritten.

II. Get All Transactions

The system will get transactions again. Repeated entries will not be shown twice.

When the network status is healthy and the communication between the system and device is normal, the system will acquire transactions of the device in real-time and save them into the system database. However, when the network is interrupted or communication is interrupted for any reasons, and the transactions of the device have not been uploaded into the system in real-time, Get Transactions can be used to manually acquire transactions of the device. In addition, the system, by default, will automatically acquire transactions of the device at 00:00 on each day.

✍**Note:** Access controllers can store up to 100 thousand transactions. When transactions exceed this number, the device will automatically delete the oldest stored transactions (deletes 10 thousand transactions by default).

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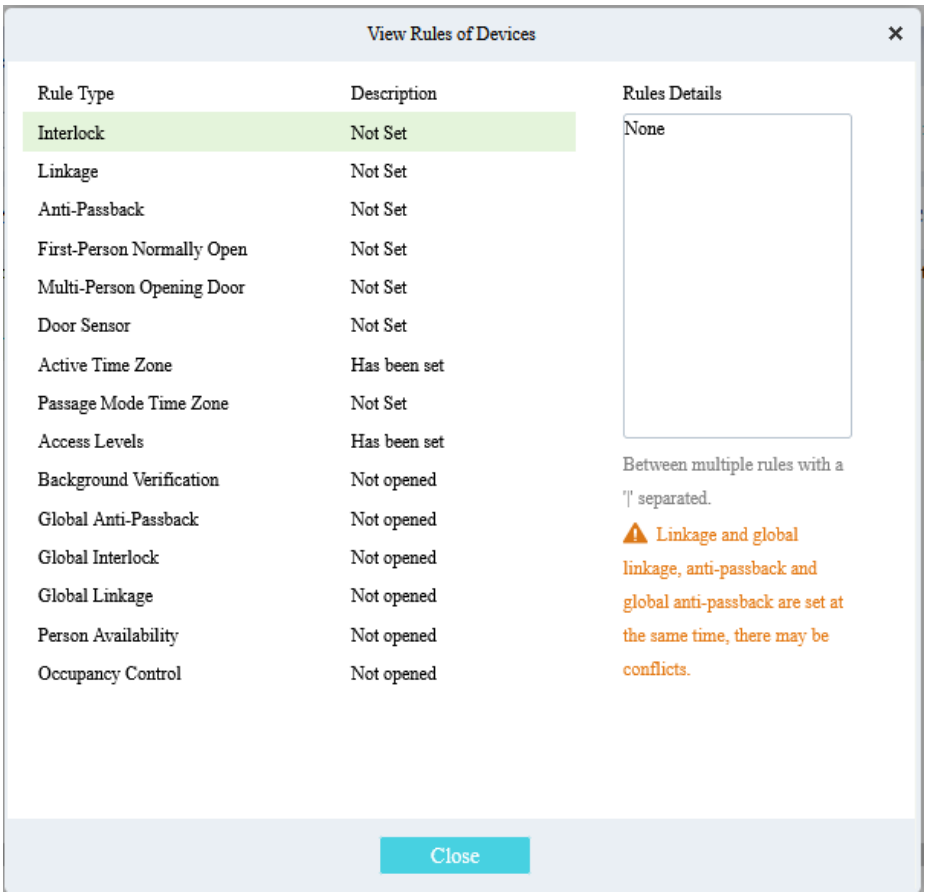
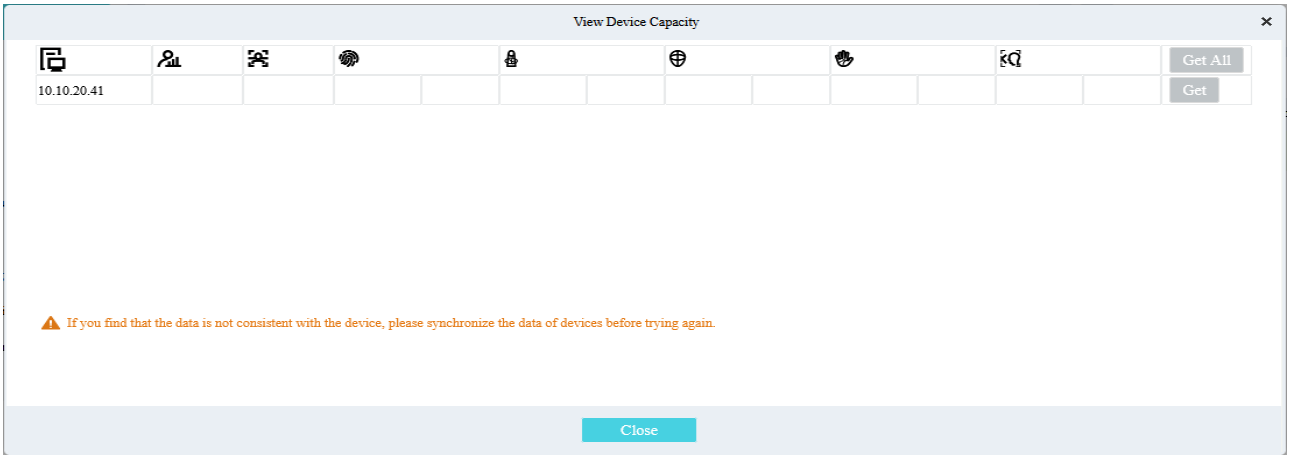
View Rules of Devices

Shows the Access rules in the device.



View Device Capacity

It checks the capacity of personnel's biometric details in the device.



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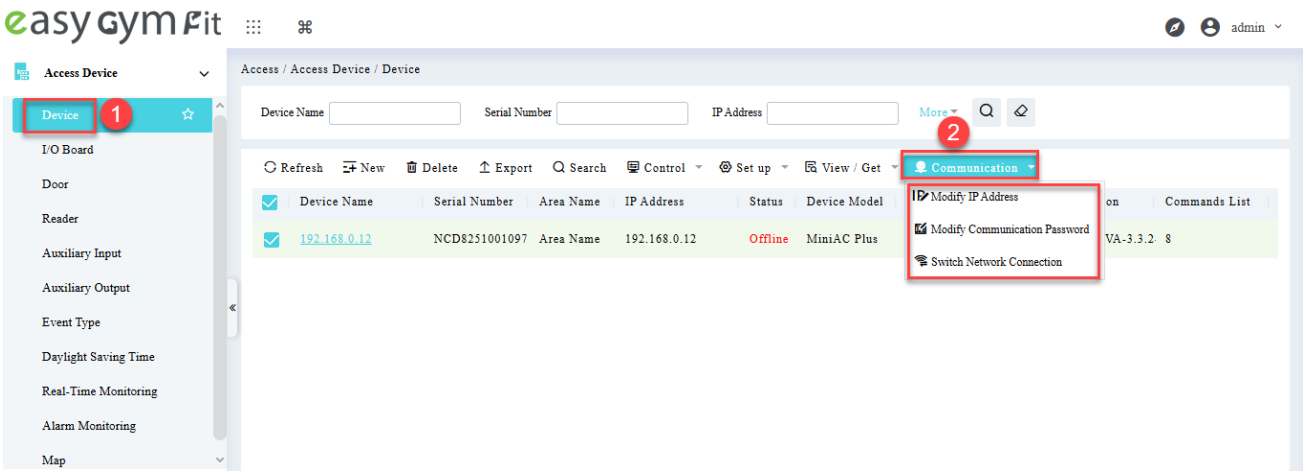
Communication



Modify IP Address

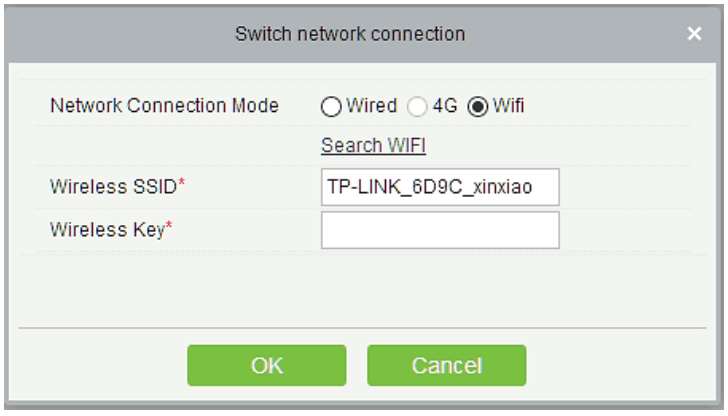
Select a device and click **Modify IP address** to open the modification interface. It will obtain a real-time network gateway and subnet mask from the device. (Failed to do so, user cannot modify the IP address). Then enter a new IP address, gateway, and subnet mask. Click **OK** to save and quit. This function is similar as Modify IP Address Function in Device.

Modify Communication Password

The system will ask for the old communication password before modifying it. After verification, input the new password twice, and click **OK** to modify the communication password.

✍**Note:** Communication password shouldn't contain space; it is recommended to use a combination of numbers and letters. Communication password settings can improve the device's security. It is recommended to set communication passwords for each device.

Switch Network Connection



This function is applicable to InBio5 series access control panels, which is used to switch among different network connection modes of the control panel.

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2.3.2 I/O Board

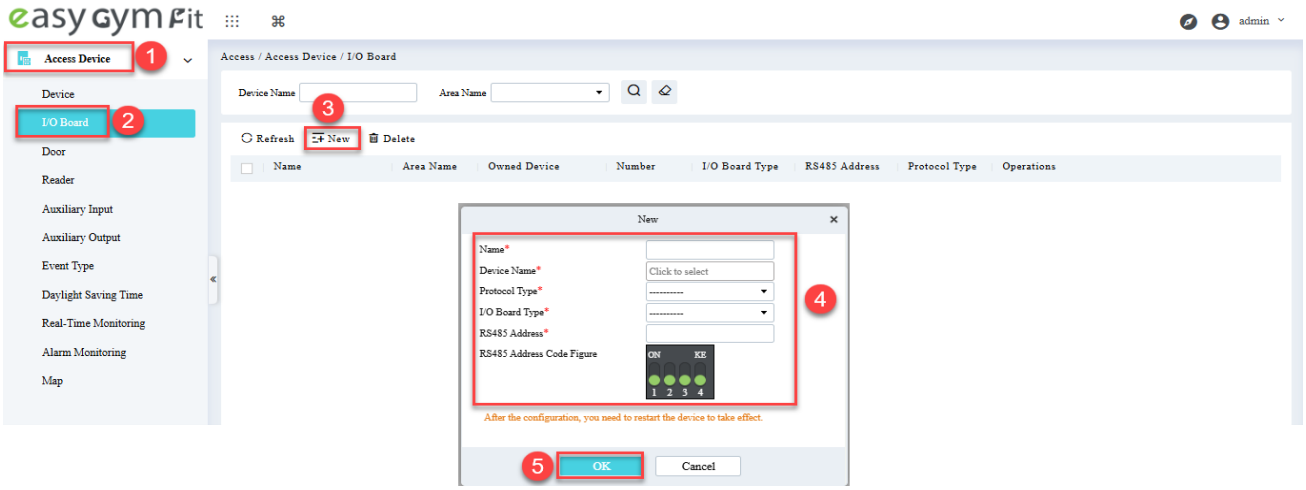
By connecting to the I/O expansion board (EX0808), the number of doors can be expanded, and more doors can be operated.

Add I/O Board (New)

Operation Steps

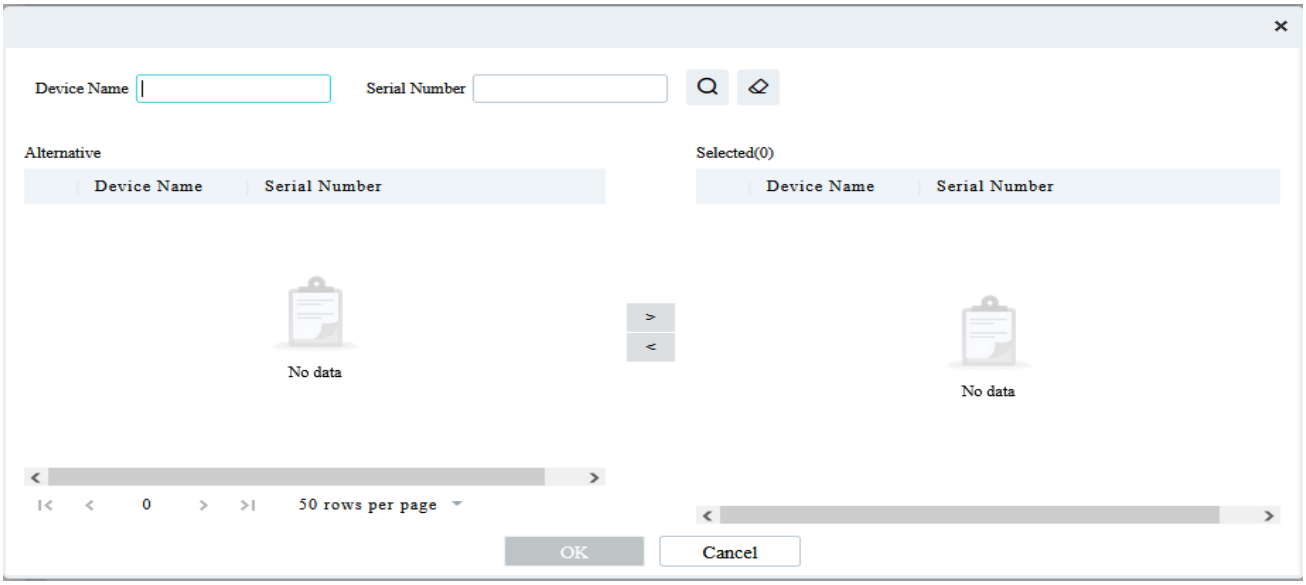
Step 1: Click **Access Device** > **I/O Board** > **Add (New)** to display the new page.

Step 2: Enter each parameter, click **OK** to save the expansion board.



Name: I/O Board Name.

Device Name: Select the Device by clicking the Device Name field. The device list appears, as shown below.



Delete

Select the Device click on Delete then click **Ok** to delete the device.

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2.3.3 Door

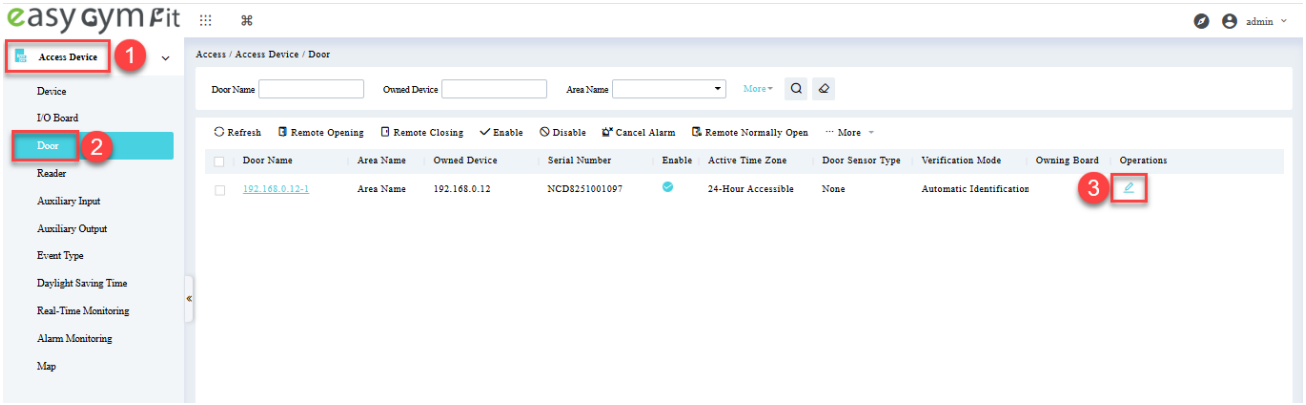
The setting of door parameters affects the logic judgment of access control verification. The door parameters support different parameter settings according to the different firmware of the device. The following describes the configuration steps of the door parameters with one of the devices.

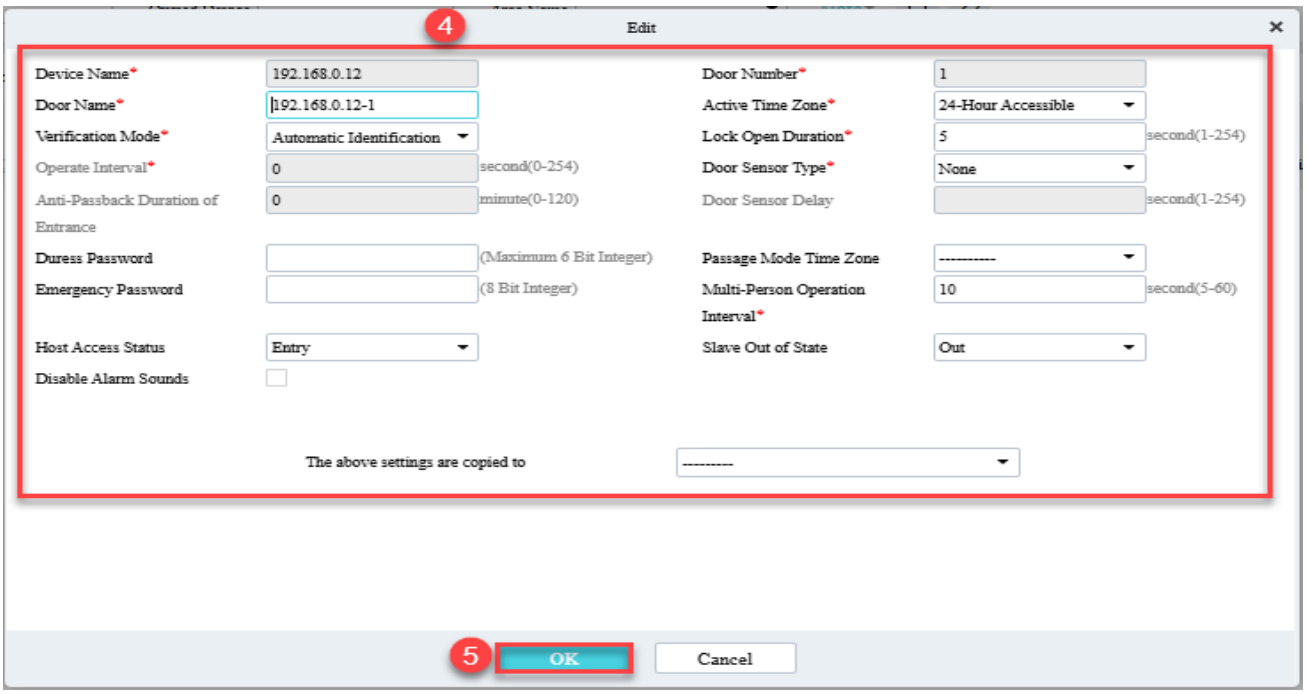
Operation Steps

Step 1: In the Access module, select **Access Devices** > **Door.**

Step 2: In the management interface of the door, click the **Edit** button in the door operation bar to pop up the door parameter setting box.

Step 3: In the door parameter setting interface, fill in the corresponding parameters according to the addition requirements, as shown in the figure below, and refer to the table below for parameter filling instructions.





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Instructions:

The firmware of different access control devices supports different door parameters. Set the parameters based on the actual door parameter page. Table 3-4 describes the parameter set for different devices.

Parameter	Description
Device Name/Door Number	The basic information about the door is displayed. Reset is not supported.
Name of the Door	Customize the name of the door for easy memory.
Active Time Zone	Active time zone will be 24 hours accessible.
Verification Mode*	User can set verification modes.
Lock Open Duration	User can set the door lock open duration (EX 5sec).
Operate Interval	User can set door operate interval time (0-254 sec)
Door Sensor Type	Select the type of the door.
Anti-Passback Duration of Entrance	Set a limit on how long an intelligent entry can take.
Door Sensor Delay	Set the Door Sensor Delay (1-254 sec).
Duress Password	Set up the user to open the door when the threat password. An alarm will be generated when the coerced code opens the door.
Passage Mode Time Zone	The door opening duration (The default is 15s).
Emergency Password	Set a password for the user to use in an emergency. The administrator uses the password and is valid in any period and authentication mode.
Multi-Person Operation Interval	Set the interval for access control operation for multiple persons.
Host Access Status	Select the host access status Entry or Out.
Slave Out of State	Select the slave out-of-state Entry or Out.
Disable Alarm Sounds	Tick the check box to deactivate the alarm sound tick the check box.
The Above Settings are copied to	To set the door parameters above, the options are all doors of the current device, all doors of all devices.

Step 4: Click **OK** to complete the setting of the door parameters

- **Remote Opening/Closing:** This feature allows you to control either a single door or all doors at once.

Control a single door, select the specific door you want to control and then click Remote Opening/Closing. Control all doors, click Remote Opening/Closing next to the Current All label to operate all doors simultaneously.

✍**Note:** If Remote Opening /Closing fails, check whether the devices are disconnected or not. If disconnected, check the network.

- **Cancel the alarm:** Once an alarming door is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. To control a single door, move

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the cursor over the door icon, a menu will pop-up, then click **Remote Opening/Closing** in the menu. To control all doors, directly click **Remote Opening/Closing**.

✍**Note:** If **Cancel the alarm** fails, check if any devices are disconnected. If found disconnected, check the network.

- **Remote Normally Open:** It will set the device as normal open by remote.
- **Activate Lockdown:** It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices.

- **Deactivate Lockdown:** It will unlock a locked door. This function is supported only by certain devices.

- **Enable Intraday Passage Mode Time Zone**: In remote opening, user can define the door opening duration (The default is 15s). User can select **Enable Intraday Passage Mode Time Zone** to enable the intraday door passage mode time zones, or set the door to Normal Open, then the door will not be limited to any time zones (open for 24 hours).

- **Disable Intraday Passage Mode Time Zone**: To close a door, select **Disable Intraday Passage Mode Time Zone** first, to avoid enabling other normal open time zones to open the door, and then select **Remote Closing**.

2.3.4 Reader

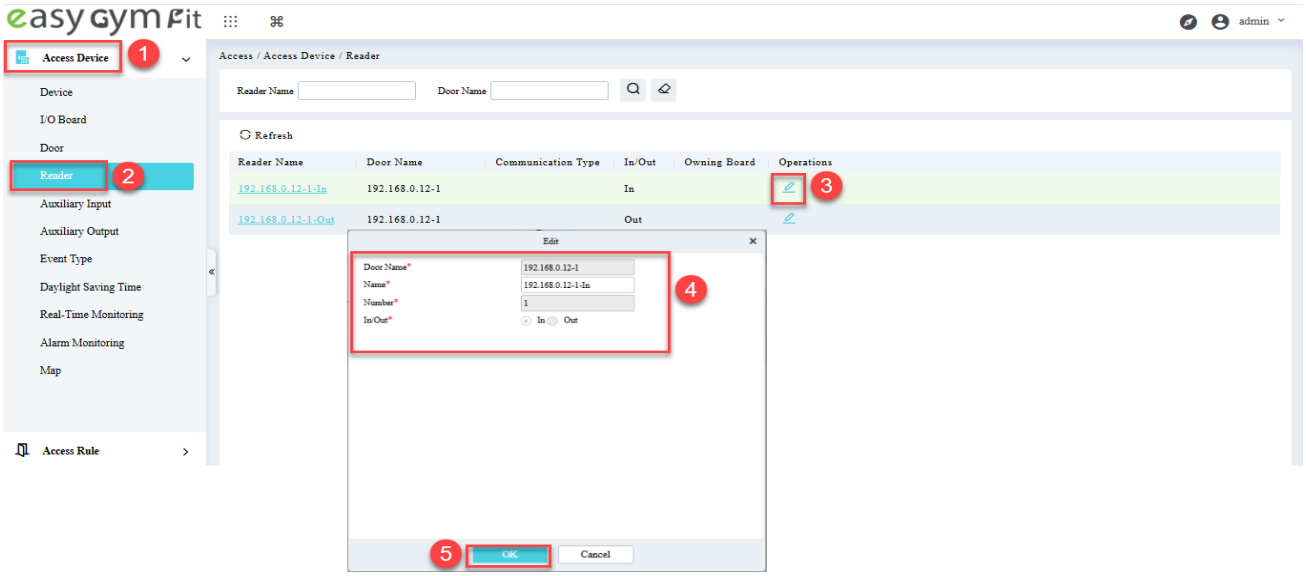
This section describes the step configuration of the Reader Edit in Easy Gym Fit.

Operation Steps

Step 1: In the Access module, choose Access Device > Reader.

Step 2: In the Operation column of the corresponding Reader, click **Edit** icon and the edit page is displayed.

Step 3: Edit the required details and click **OK**, as shown in the figure below.



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Parameter	Description
Door Name	Customize the name of the door.
Reader Name	Display the reader's name of the reader.
Number	Customize the number of the devices
In/Out	Display the in/out of the device.

2.3.5 Auxiliary Input

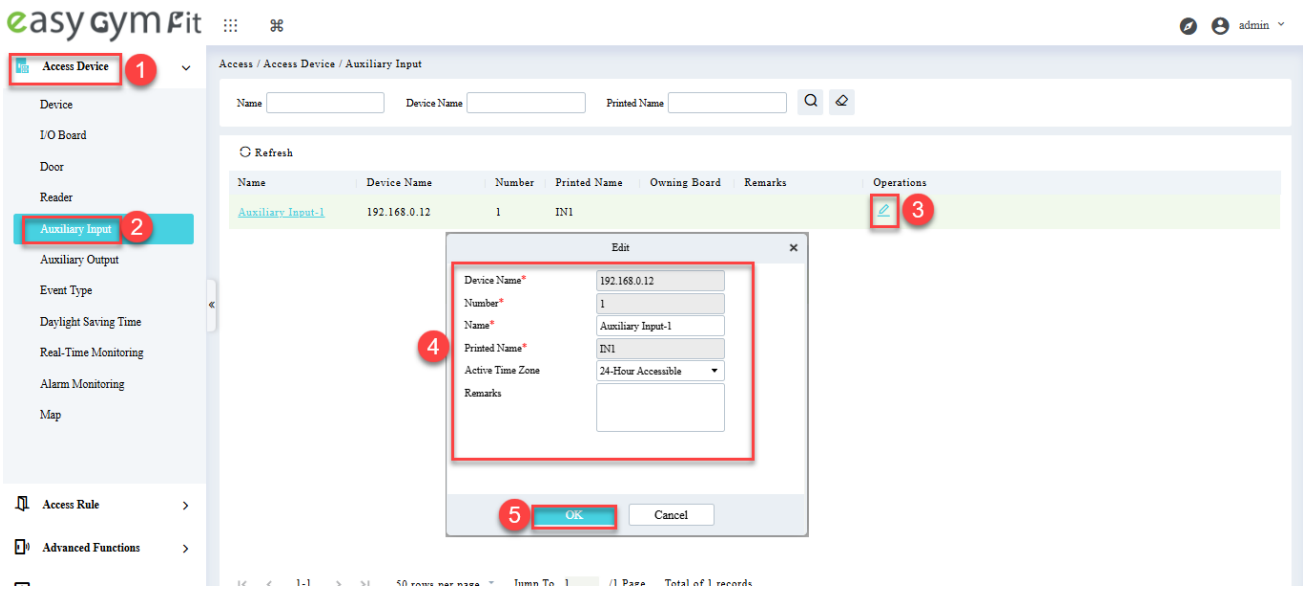
It is mainly used to connect to devices, such as infrared sensors or smog sensors.

Operation Steps

Step 1: In the Access module, choose Access Device > Auxiliary Input.

Step 2: Click on Name or click **Edit** icon and the edit page is displayed.

Step 3: Edit the required details and click **OK**, as shown in the figure below.



Step 3: Click **OK** to save the name and remark and exit.

Parameter	Description
Device Name	Customize the name of the device.
Name	Display the name of the device.
Number	Customize the number of the device.
Printed Name	Display the input number of the device.
Active Time Zone	Set the active time zone for accessible.
Remarks	Mention here if you have any remarks.

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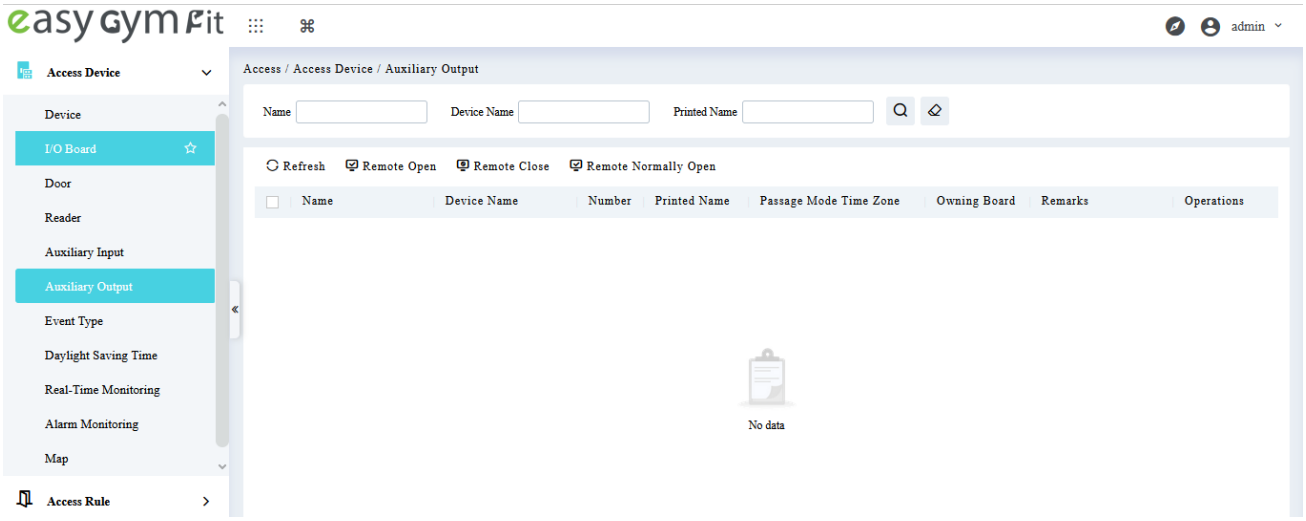
2.3.6 Auxiliary Output

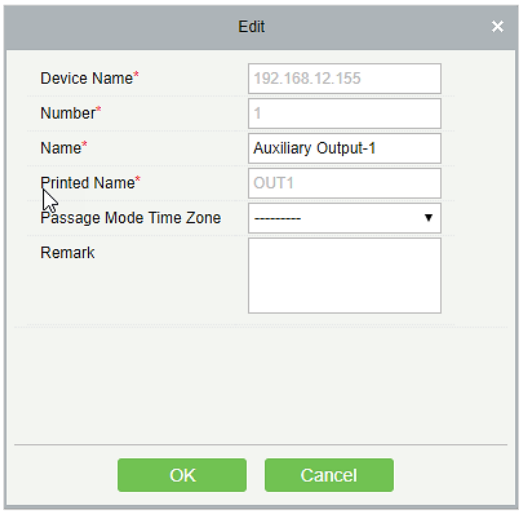
It is mainly related to alarm and is used when linkage is working.

Operation Steps

Step 1: Click **Access Device** > **Auxiliary Output** on the Action Menu to access the following interface.



Step 2: Click **Edit** to modify the parameters.



Step 3: Click **OK** to save the name and remark and exit.

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Remote Opening/Closing

It can control one door or all doors.

To control a single door, click over it, and click **Remote Opening/ Closing** in the pop-up dialog box. To control all doors, directly click **Remote Opening/ Closing**.

Remote Normally Open

It will set the device as normal open by remote.

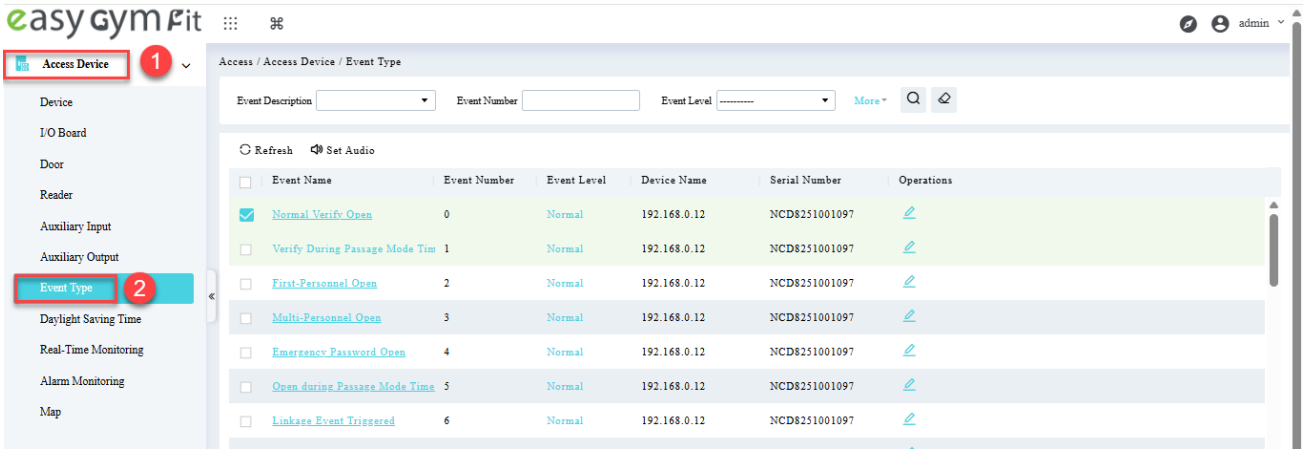
Parameter	Description
Device Name	Customize the name of the device.
Name	Display the name of the device
Number	Customize the name of the device
Printed Name	Display the input number of the device.
Bound Camera	connecting the camera with the reader.
Owning Camera	The device is automatically added to the selected permission group.

2.3.7 Event Type

It will display the event types of access devices.

Operation Steps

Step 1: Click **Access Device** > **Event** to access the following page:



Step 2: Click **Edit** or click the event type name to edit.

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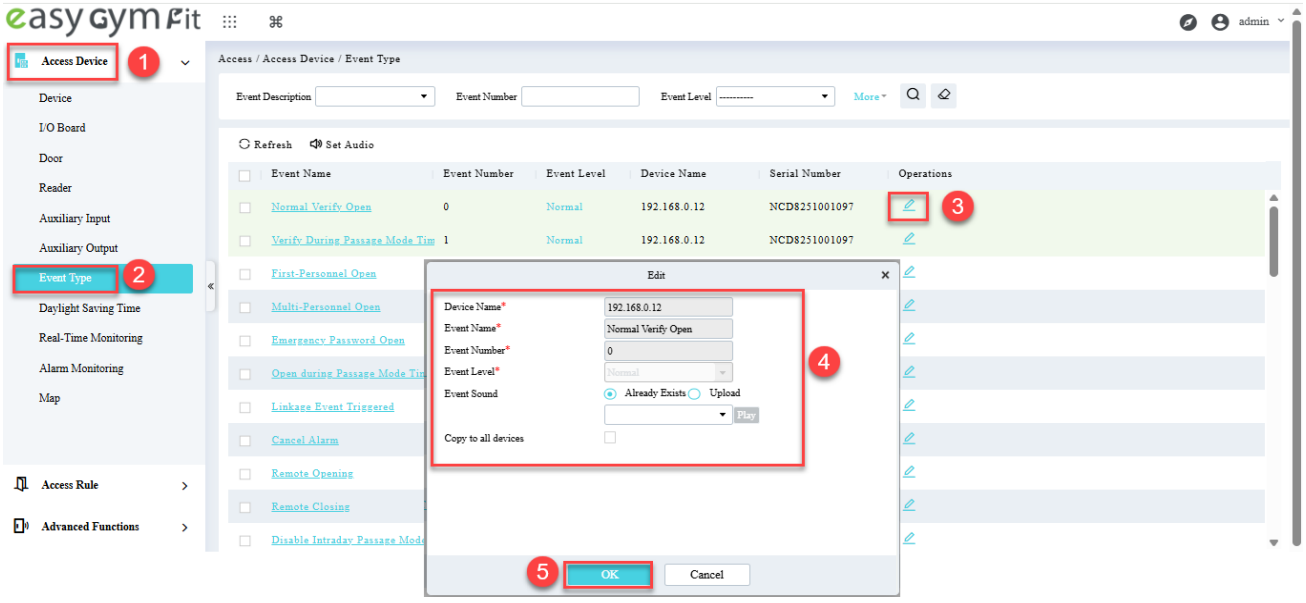
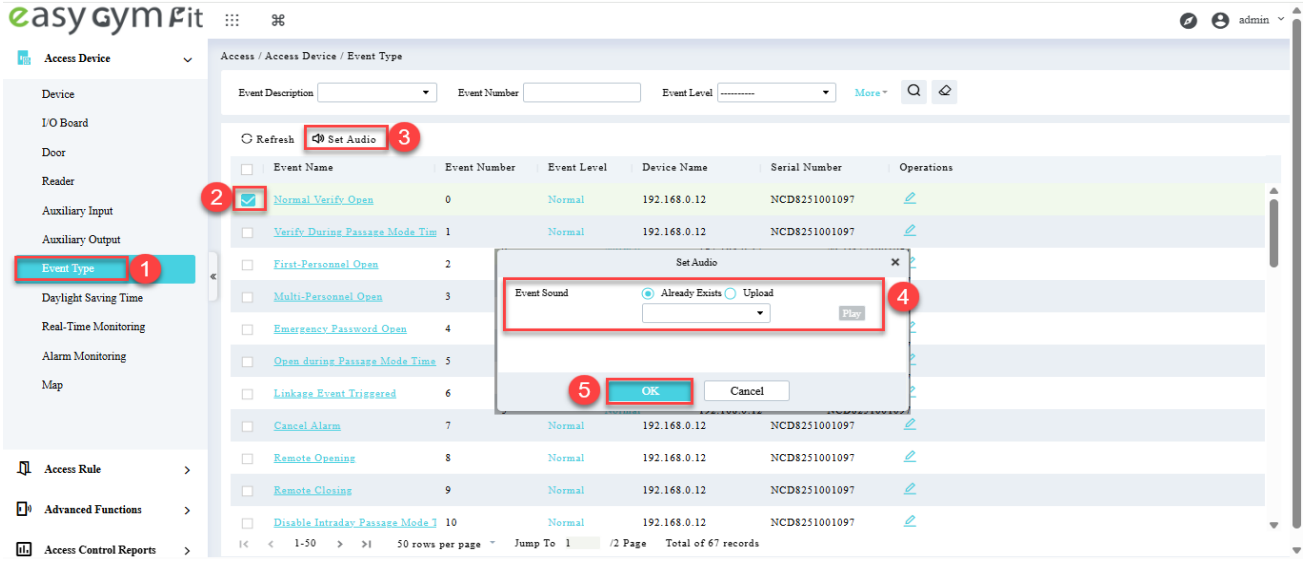


Set Audio

Same as the event sound. Click **Set Audio**:



User can upload an audio from user local PC. The file must be in wav or mp3 format, and it must not exceed 10MB.

Parameter	Description
Event Level	Normal, Exception, and Alarm are available
Event Name	Display the name of the device and it can't be modified.
Device Name	Display the name of the device
Event Number	Display the event number of the device.
Serial Number	Display the serial number of the device

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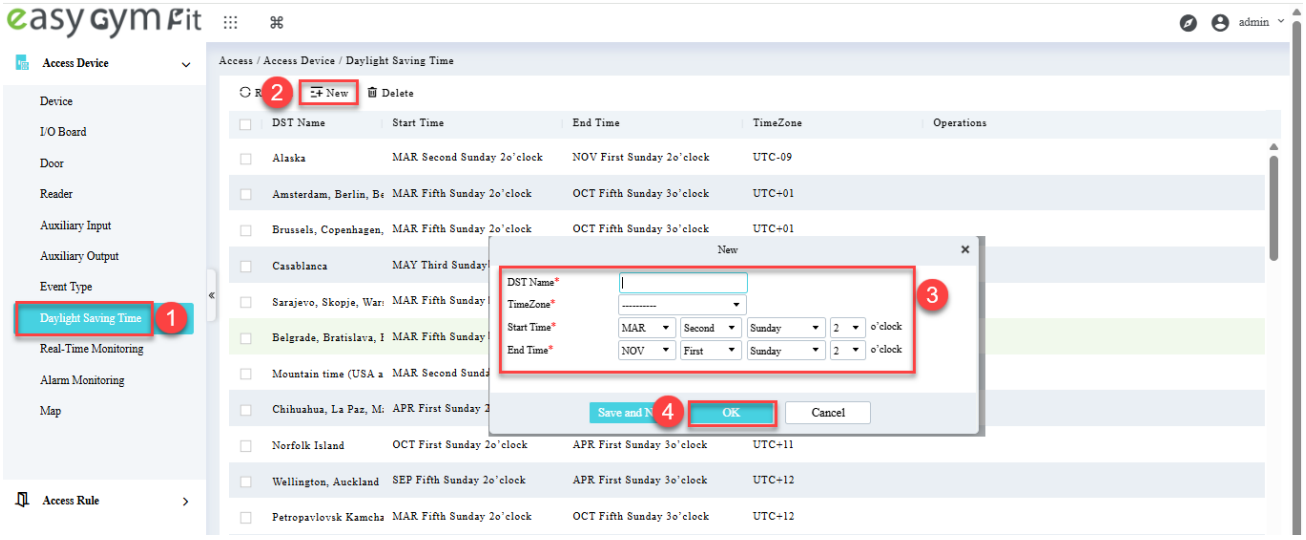
2.3.8 Daylight Saving Time

DST, also called Daylight-Saving Time, is a system to adjust the official prescribe local time to save energy. The unified time adopted during the implementation of known as the "DST". Usually, the clocks are adjusted forward one hour in the summer to make people sleep early and get up early. It can also help to save energy. In autumn, clocks are adjusted backwards. The regulations are different in different countries. At present, nearly 70 countries adopt DST.

To meet the DST requirement, a special function can be customized. User may adjust the clock one hour forward at XX (hour) XX (day) XX (month) and one hour backward at XX (hour) XX (day) XX (month) if necessary.

Add DST (New)

Step 1: Click **Access Device** > **Daylight Saving Time** > **New.**



Set as Month-Weeks-week hour: minute format. The start time and end time is needed. For example, the start time can be set as “second Monday in March, 02:00”. The system will be advanced one hour at the start time. The system will go back to the original time at the end time.

Parameter	Description
DST Name	Display the DST name
Start Time	Display the start time of the device
End Time	Display the end time of the device
Time Zone	Display the time zone of the device.

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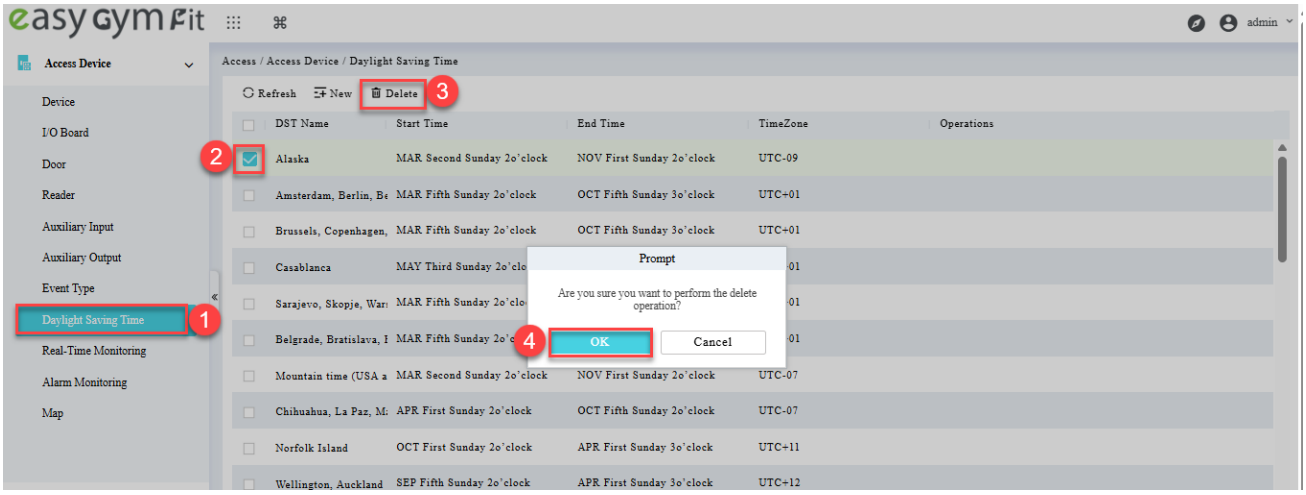
Delete

Select device, click **Delete**, and click **OK** to delete the device.



2.3.9 Real-Time Monitoring

On the real-time management screen, the status of the added device is displayed, and the device can be opened or closed. At the same time, the dynamic of real-time events is monitored. If the door opening can be verified and corresponding access control events can be generated, the access control management service configuration is complete.

Operation Steps

Step 1: Check whether the device is online.

In the **Access Control** module, choose **Access Device** > **Real-time Monitoring**.

Check whether the icon status of the added device is online. For details about the icon status, see the table below.

Note: The icons support 3 types, which are: **Door, Parking Barrier, Flap Barrier.** User can navigate to the **Access Module** > **Access Device** > **Device** to select the device, **Edit** for switching.

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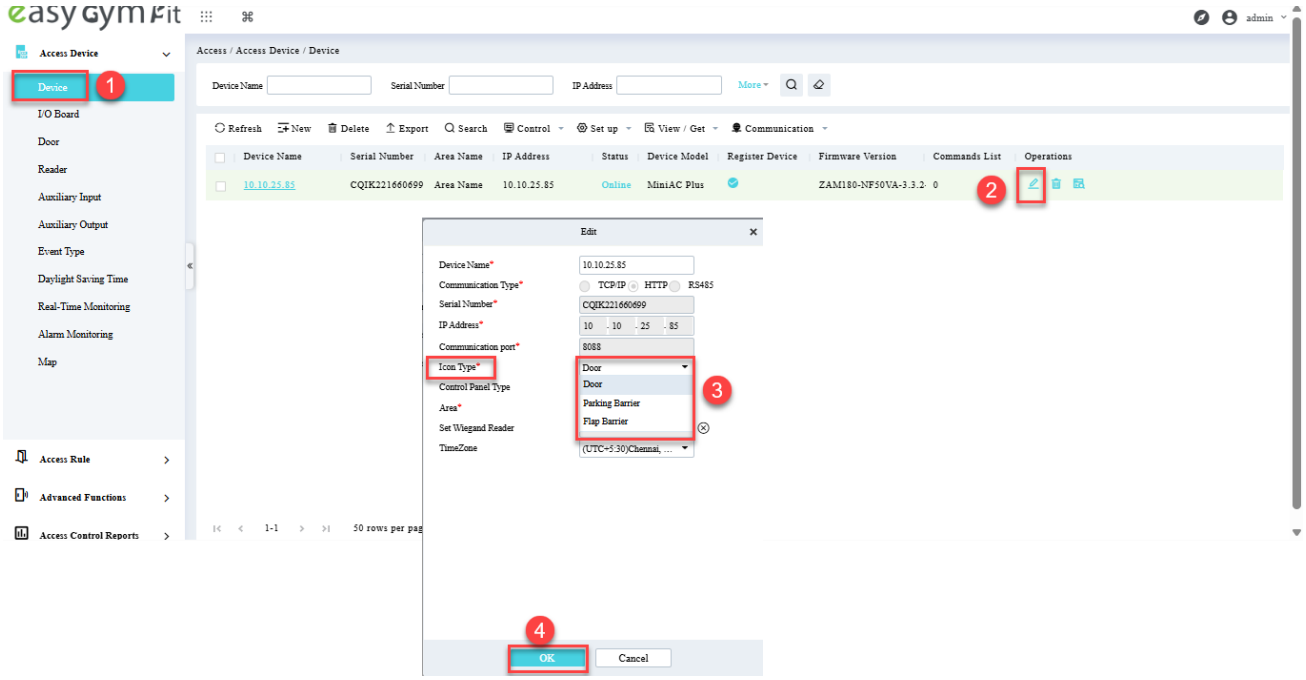

The following table takes Door Icon as an example; the other 2 types (Flap Barrier & Parking Barrier) are only different graphics, but the meaning is the same, user can refer to the following table:

Icon	State	Icon	State
	The device is disabled.		Door offline status
/	No door status sensor, relay off/no relay status	/	Door status sensor not set, relay open/no relay state
/	The door is closed, and the relay is off/no relay is in online state	/	The door is closed, and the relay is on/no relay
/	Online door open, relay closed/no relay	/	Online door open, relay open/no relay state
	Door opens alarm, relay closes		The door opens to alarm, and the relay opens
/	Door opening timeout alarm, relay closed/no relay, door magnetic open	/	Door opening timeout alarm, relay open/no relay, door magnetic open
	Door opening timeout alarm, relay closed/door magnetic closed		Door opening timeout alarm, relay open/door magnetic close

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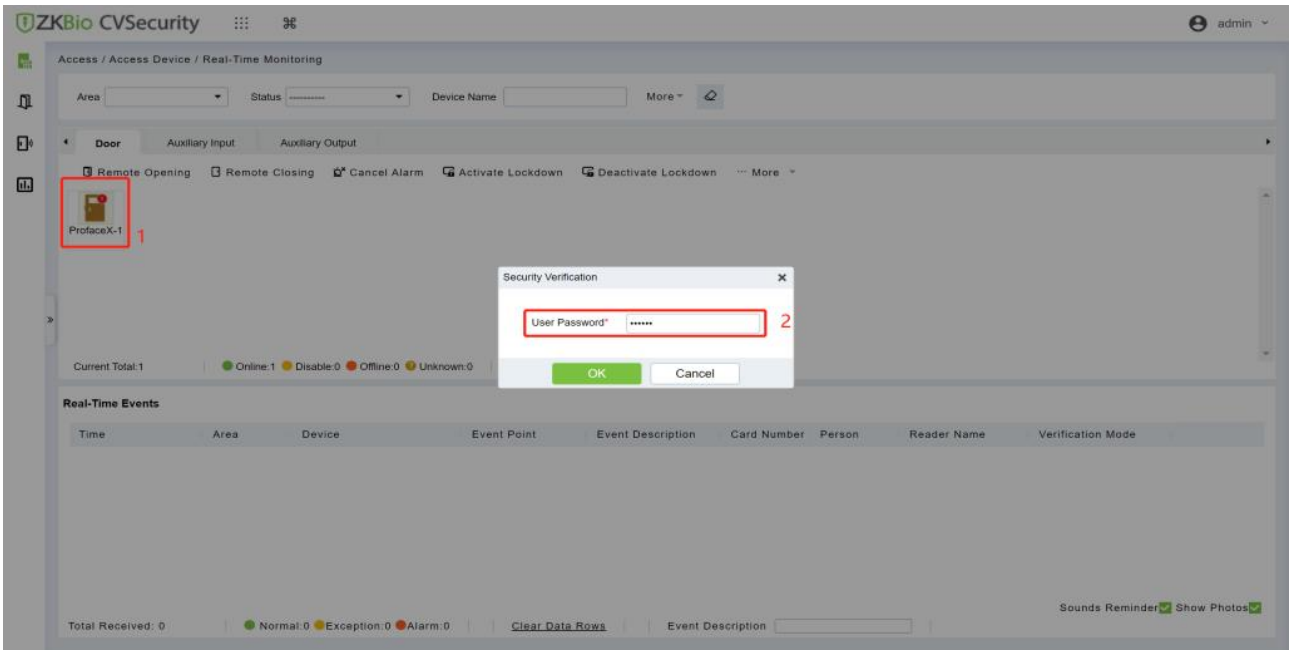
Icon	State	Icon	State
/	Door close alarm, relay off/no relay status	/	Door close alarm, relay open/no relay status
	No door magnetic setting, door alarm, relay closed		No door magnetic setting, door alarm, relay open
	Door opening timeout alarm, no relay/door magnetic closing		The door was locked
	Abnormal communication between the door and the device		
Note: If there is no relay status, the current firmware does not support the Check relay Status function.			

Step 2: Remote opening/closing verification, taking remote opening as an example.

Select the online door device, click **Remote door opening**, enter the user password in the pop-up security verification, and click **OK**.

On the remote door opening screen, enter the time to open the door and tap **OK**, as shown in the figure below.

If Operation succeeded is displayed, the remote door opening Operation is complete.



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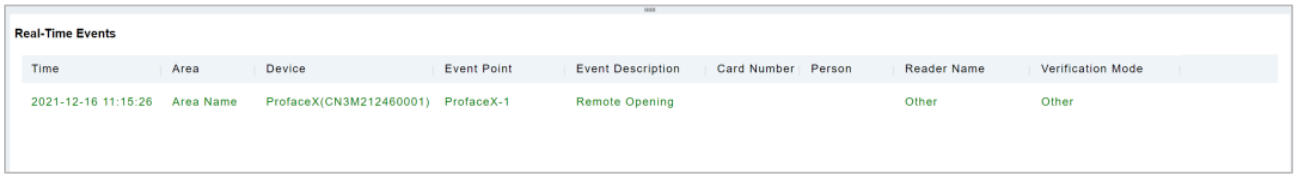
Step 3: Permission to verify.

Verify personnel permissions on added devices.

In the real-time monitoring window, judge whether the personnel permissions are correctly configured according to the event status; If the user has been granted access rights, the real-time access event is a normal verification event, as shown in Figure 3-38, indicating that the access level service is configured



Door

Remote Opening/Closing

It can control one door or all doors.

Control a single door, right click over it, and click **Remote Opening/ Closing** in the pop-up dialog box. Control all doors, directly click **Remote Opening/ Closing** behind Current All.

In remote opening, user can define the door opening duration (The default is 15s). User can select **Enable Intraday Passage Mode Time Zone** to enable the intraday door passage mode time zones, or set the door to Normal Open, then the door will not be limited to any time zones (open for 24 hours).

Close a door, select **Disable Intraday Passage Mode Time Zone** first, to avoid enabling other normal open time zones to open the door, and then select **Remote Closing**.

✍**Note:** If **Remote Opening /Closing** fails, check whether the devices are disconnected or not. If disconnected, check the network.

Cancel the Alarm

Once an alarming door is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. Control a single door, move the cursor over the door icon, a menu will pop-up, then click **Remote Opening/Closing** in the menu. Control all doors, directly click **Remote Opening/Closing**.

✍**Note:** If **Cancel the alarm** fails, check if any devices are disconnected. If found disconnected, check the network.

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Remote Normally Open

It will set the device as normal open by remote.

Activate Lockdown

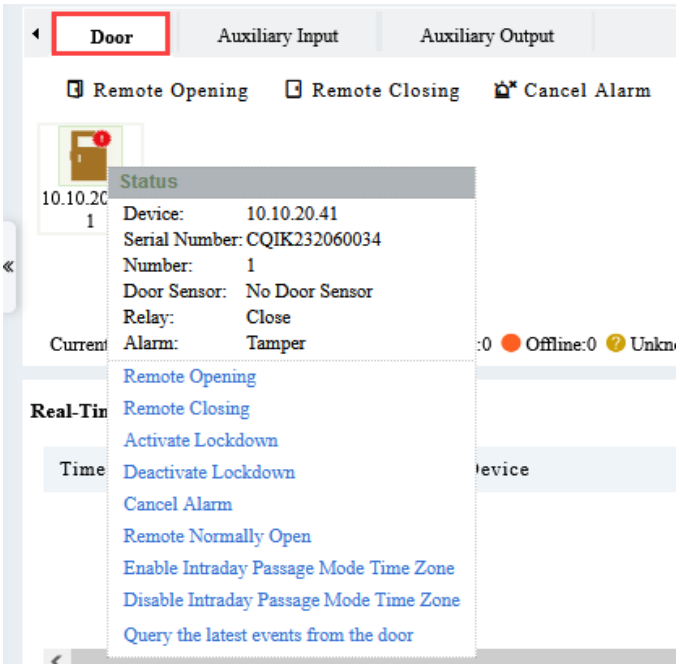
It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices. Super User Swipe to Initiate Lockdown after 3 swipes

Deactivate Lockdown

It will unlock a locked door. This function is supported only by certain devices. Super User Swipe to Initiate disable after 3 swipes.

Quick Management of Doors

If user move the cursor to a door's icon; user can perform the above operations in a quick way. In addition, user can query the latest events from the door.



Personnel Photo Display

If a Real-Time Monitoring event contains personnel activity, the monitor will display the person photo (if no photo is registered, the monitor will display default photo). The event name, time and date are displayed.

Play Audio

If this option is selected, it plays an audio after an alarming event occurs.

Query the Latest Events from The Door

Click to quickly view the latest events happened on the door.

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Issue Card to Person

If user swap an unregistered card, a record with a card number will pop-up in real-time monitoring interface. Right click that card number, and a menu will pop-out. Click "Issue card to person," to assign that card to one person.

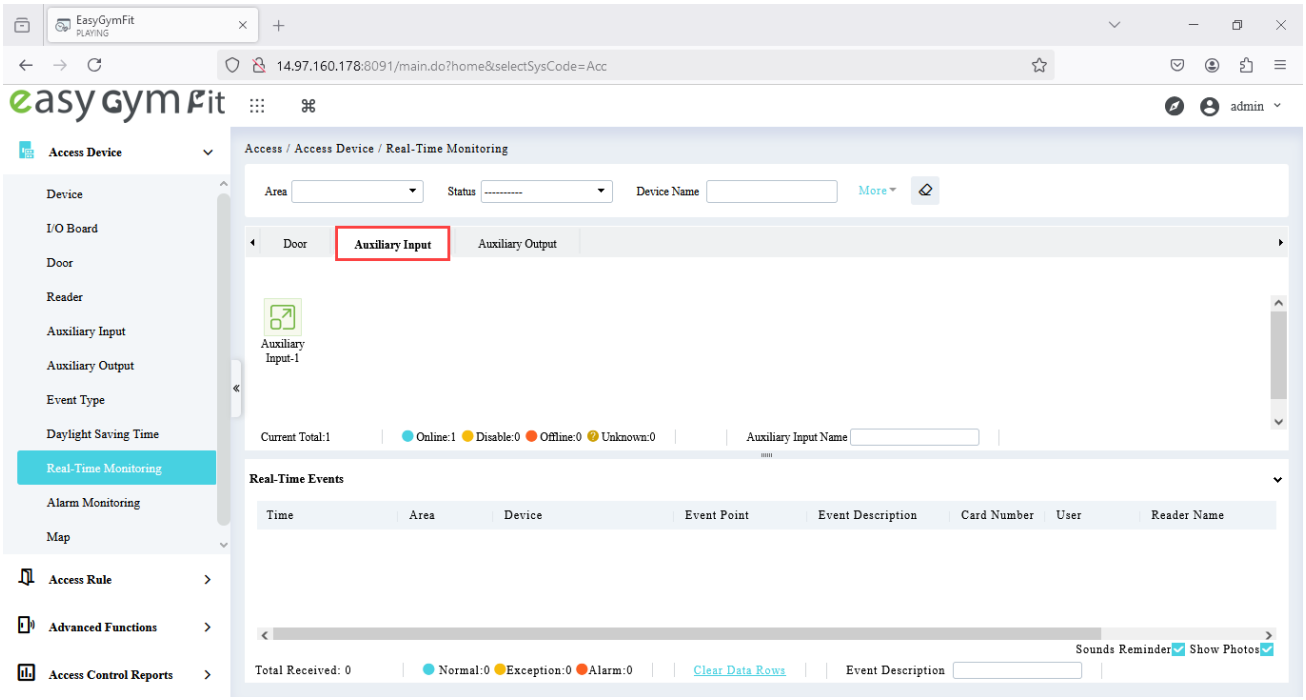
Event Monitoring:

The system will automatically acquire records of devices being monitored (by default, display 200 records), including normal and abnormal access control events (including alarm events). Normal events will appear in green; alarm events will appear in red; other abnormal events will appear in orange.

The Superuser can initiate lockdown after 3 swipes and deactivate the same after 3 swipes.

Auxiliary Input

It monitors current auxiliary input events in real-time.



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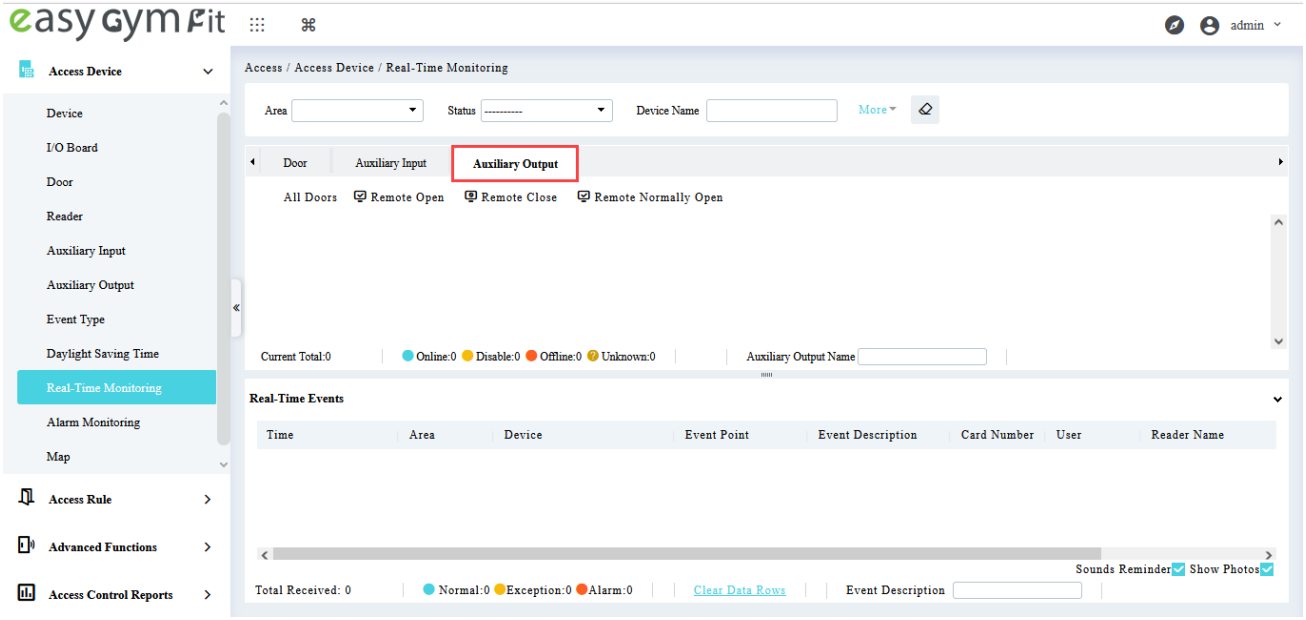
Auxiliary Output

Here user can perform Remote open, Remote Close, Remote Normally Open.

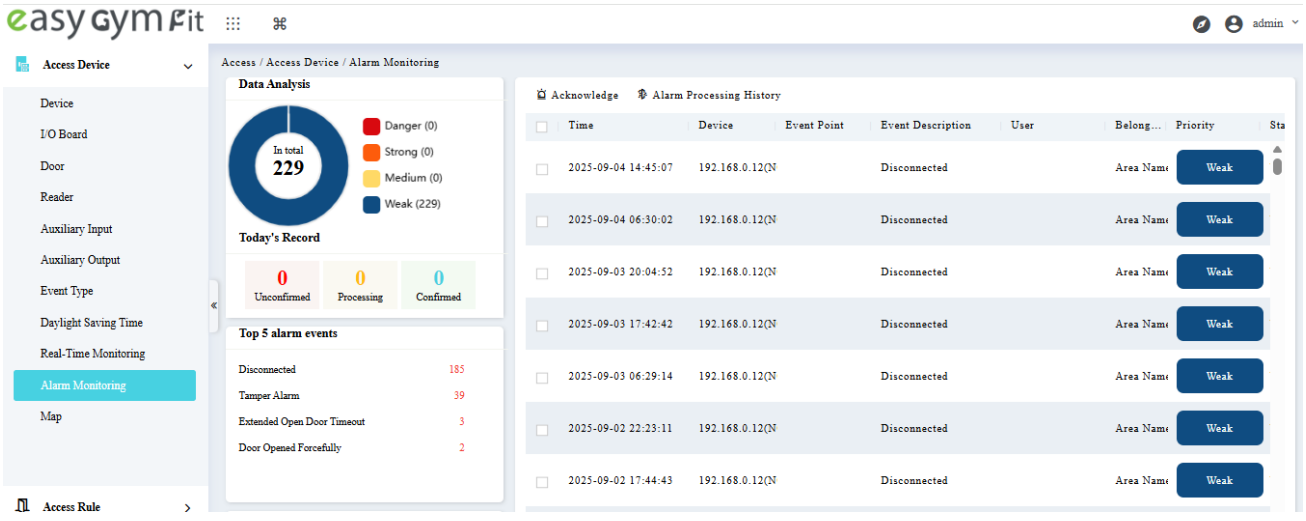


Monitoring All

By default, the home page displays all doors of the panels within the user's level. User may monitor door(s) by setting the Area, Access Control or Door.

2.3.10 Alarm Monitoring

It will monitor the status and real-time events of doors under the access control panels in the system in real-time, including normal events and abnormal events.



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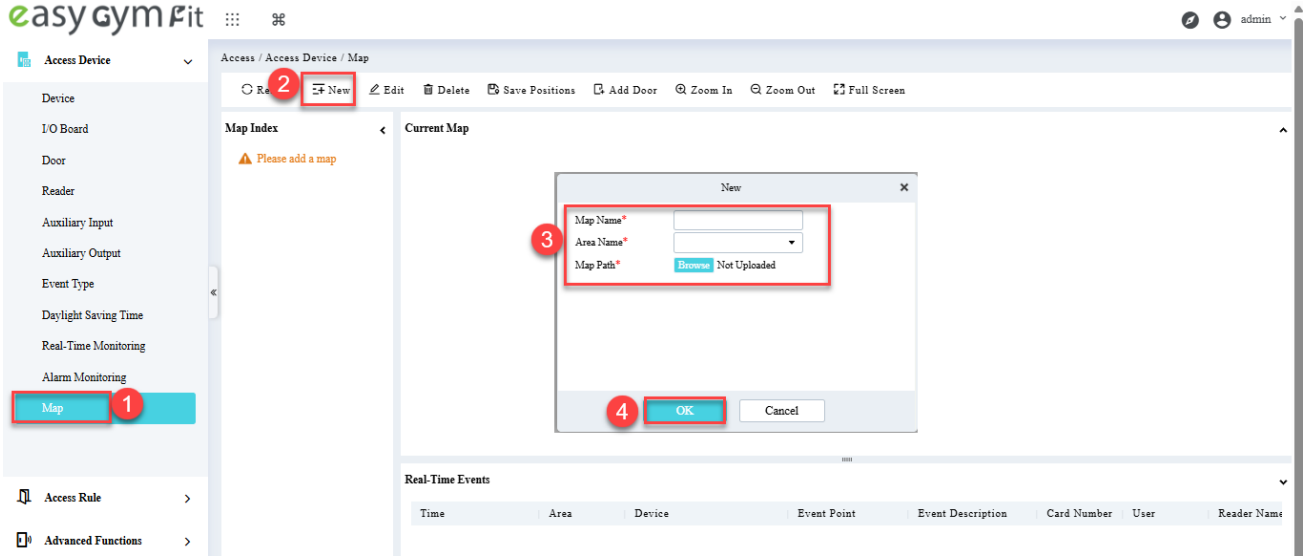
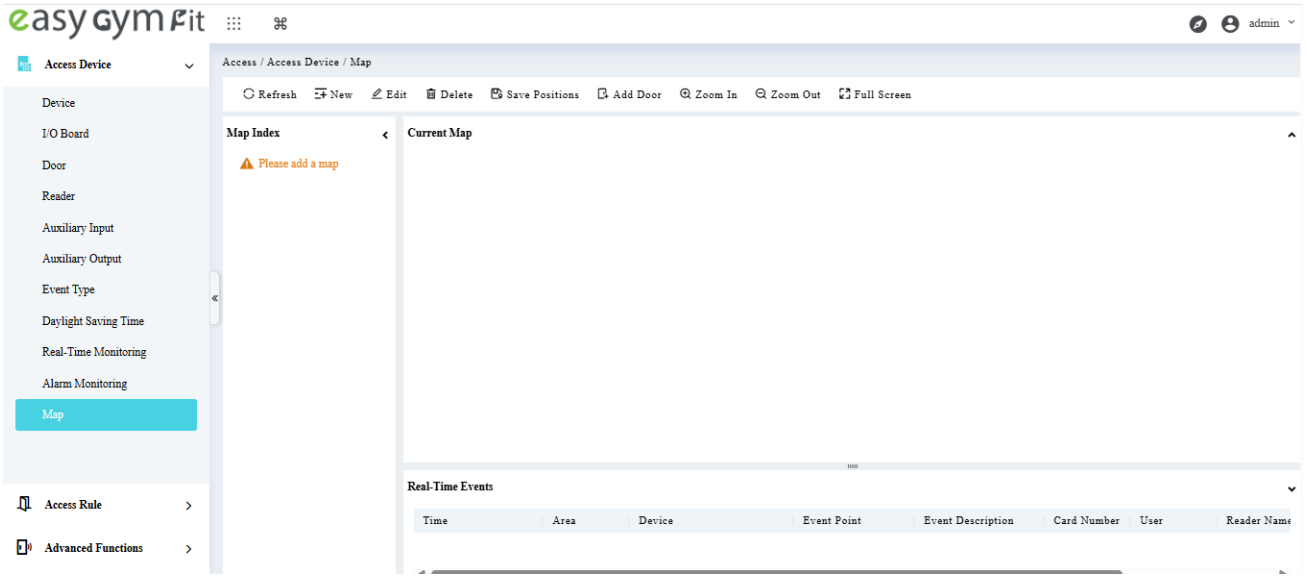
2.3.11 Map

Click **Access Device** > **Map** > **New** to add a map.



After adding, users can add door on the map, perform zoom-in, zoom-out, etc. If users relocated or modified the map, click **Save Positions** to save. The user can view the new setting at next visit.



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Add/Delete Map

Users can add or delete a map as needed.

Edit Map

Users can edit the map name; change map or the area it belongs to.

Adjust Map (includes door)

Users can add a door on the map or delete an existing one (right click the door icon and select **Delete Door**) or adjust the map or position(s) of the door or camera icons (by dragging the door or camera icons), adjust the size of the map (click **Zoom in** or **Zoom out** or click **Full Screen**).

Add Doors & Cameras

After adding the map, click on "Add doors" and "Add cams" in the toolbar on the right to select devices to add to the map.

Door Operation

If user move the cursor to a door, the system will automatically filter and displays the operation according to the door status. Users can do remotely open/close doors, cancel alarms, etc.

Levels Control

Users need to select the relevant area for the map when adding levels. The area will be relevant to the user access levels; users can only view or manage the map within levels. If the relevant area of a map is modified, all doors on the map will be cleared. Users need to add the doors manually again.

When an administrator is adding a new user, he can set the user operation rights in role setting, such as Save positions, Add Door, Add Camera, etc.

Note:

In map modification, users can choose to modify the map name but not the path. Users only need to check the box to activate the modification option.

The system supports adding multi-doors at the same time. After adding the doors, users need to set the door position on the map and click **Save**.

When modifying door icon, especially when users zoomed out the map, the margin for top and left shall not be smaller than 5 pixels, or system will prompt error.

Users are recommended to add a map size under 1120 * 380 pixels. If several clients access the same server, the display effect will be different according to resolutions of screen and the settings of browsers.

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2.4 Access Rule

Access rules are the core logic control part of access control, including time period settings, linkage settings, etc.

2.4.1 Time zone

In **Access Rule** Module, time zone is a very important basic concept, which is used to set the use time of the door and specify that **Access Control** is available in the valid time zone.

This section describes how to configure Step to manually add a time range in Easy Gym Fit.

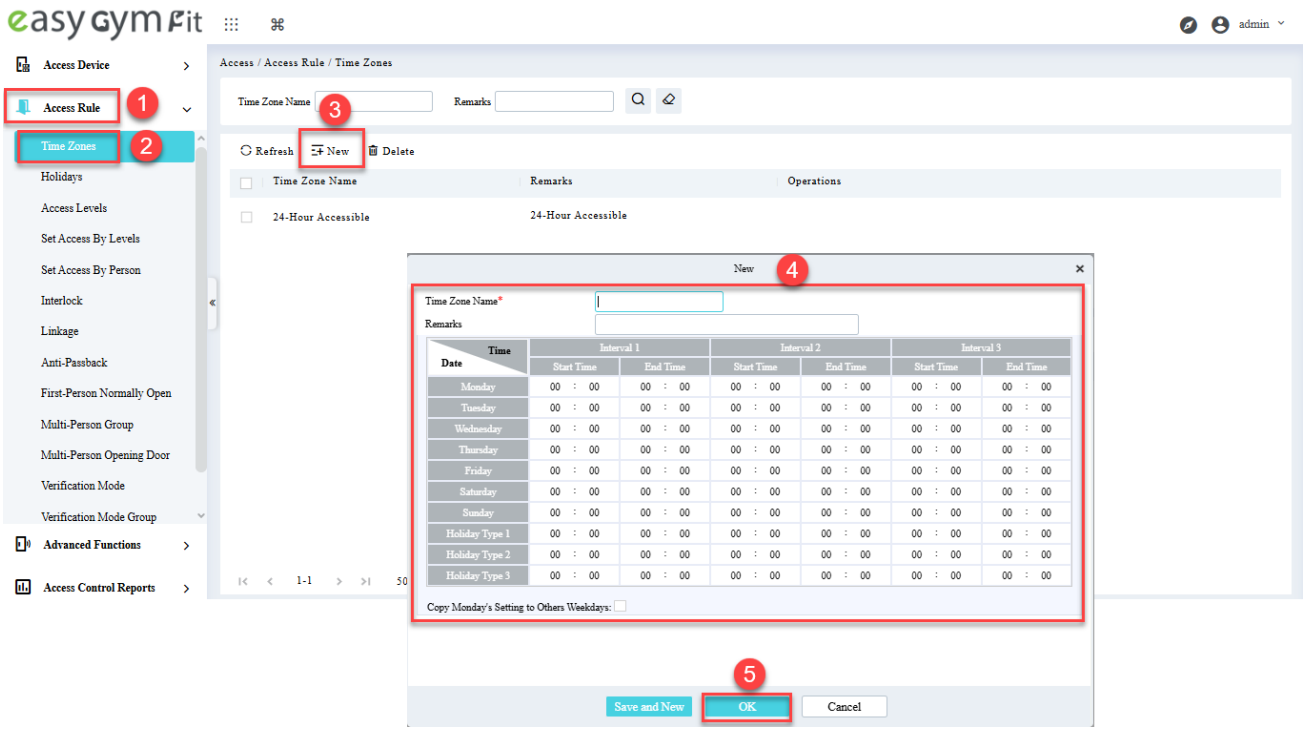
Add (New)

Operation Steps

Step 1: In the access Control module, choose **Access Rule** > **Time zone.**

Step 2: Click **New**, the interface for adding time segments is displayed.

Step 3: The time segment page is added. Set the content based on the new requirements, as shown in the figure below. For parameter settings, see the table below.



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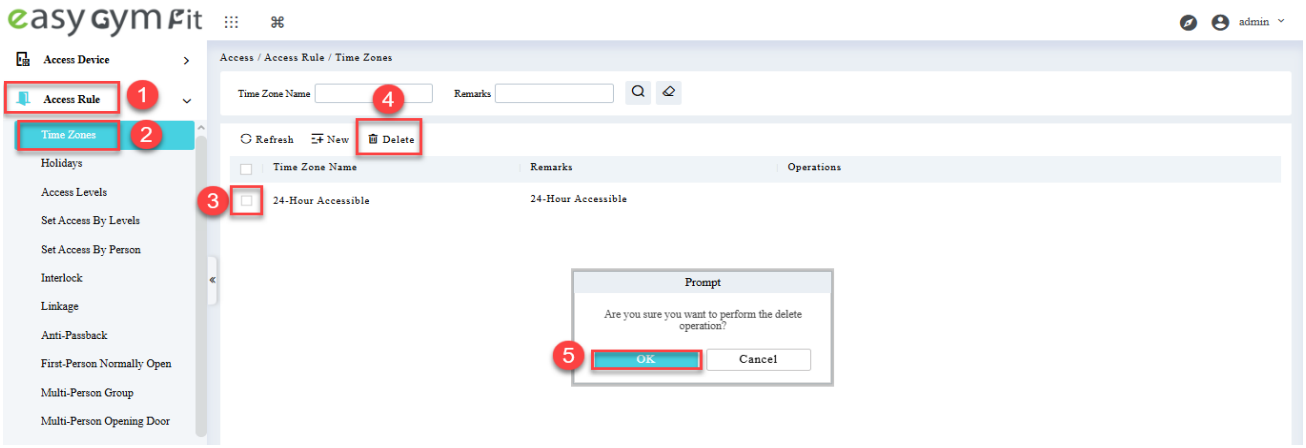
Parameter	Description
Time Zone Name	User can set a time range name for easy memory.
Remarks	Remarks Description of user-defined Settings.
Time interval	Set the start time and end time for each time range. The time period includes one week and three holiday-type time periods.
Copy Monday's time to other weekdays	User can quickly copy user Monday Settings to other weekdays.

Step 4: Click **OK** to finish adding the time range.

Delete

Select the time zone name, click **Delete**, and click **OK** to delete the time zone.



2.4.2 Holiday

The access control time on holidays may be different from that on weekdays. To facilitate operation, the system supports separate access control time on holidays.

This section describes how to manually add a holiday step in Easy Gym Fit.

Add (New)

Operation Steps

Step 1: In the Access module, choose **Access Rule** > **Holidays.**

Step 2: Click **New**, the page for adding holidays is displayed.

Step 3: When a page is added during holidays, set the content as required, as shown in figure below. For parameter Settings, see the table below.

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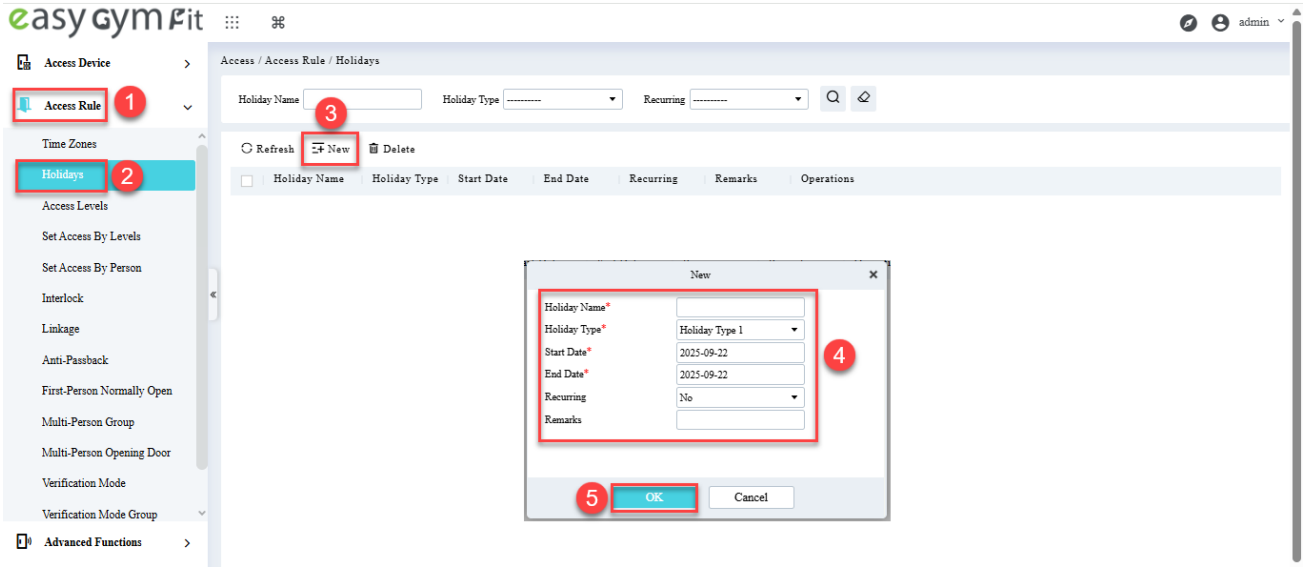

Parameter	Description
Holiday Name	User can set holiday names for easy memory.
Holiday Type	The holiday type can be Holiday type 1, Holiday type 2, holiday type 3. Set holiday type to time Range.
Start date /End date	Set the holiday start and end date.
Recurring	Set this holiday cycle by year: yes, no. For example, if New Year's Day is January 1, set this parameter to Yes. Mother's Day falls on the second Sunday in May. If the date is uncertain, set it to No.
Remarks	Enter the remarks.

Step 4: Click **OK** to finish adding the holiday.

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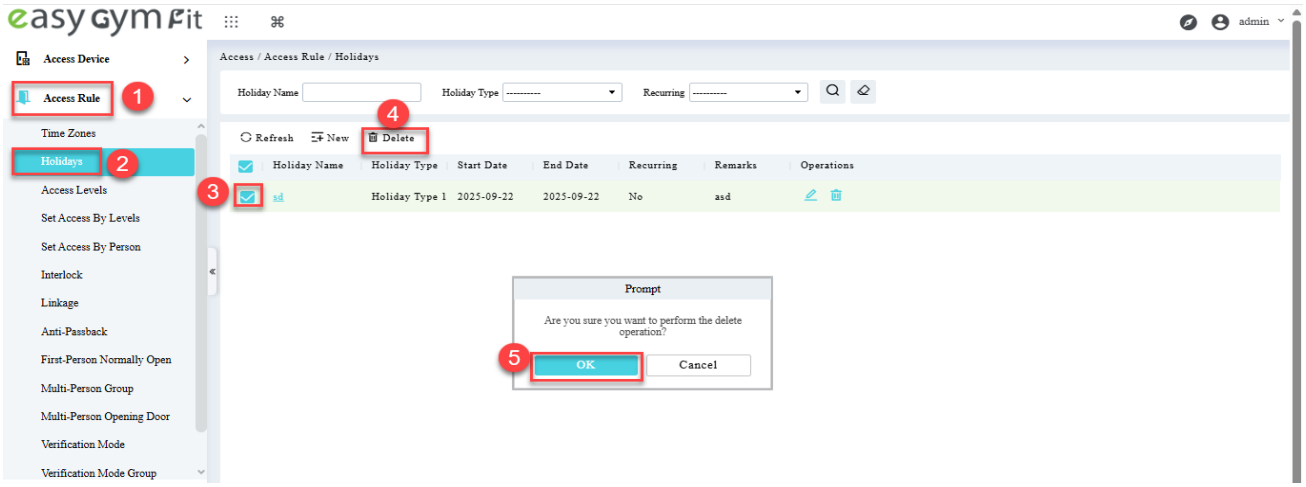
Delete

Select holiday, click **Delete**, and click **OK** to delete the holiday.



2.4.3 Access Level

Access level groups define groups and categories of internal doors to facilitate subsequent permission assignment operations.

Setting operations include creating access level groups and adding doors to access level groups.

Add (New)

This section describes how to create step for Access Control groups in Easy Gym Fit.

Operation Steps

Step 1: In the Access I module, choose **Access Rule** > **Access Level.**

Step 2: Click **New** in the left column, and the page for adding access level groups is displayed.

Step 3: On the page for adding access level groups, set parameters based on the new requirements, as shown in the figure below. For parameter Settings, see the table below

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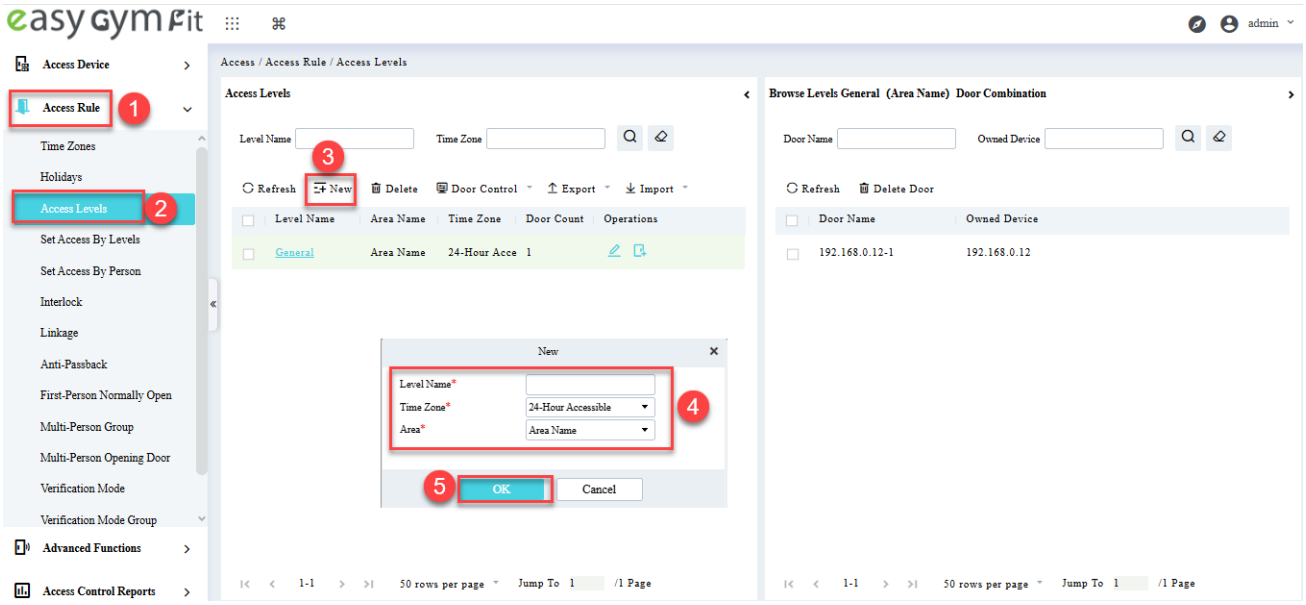

Parameter	Description
Level Name	User can customize the name of the access level group for easy query.
Time Zone	Select the configured access time zone to define the valid access time zone for this permission group.
Area	Select the configured area from **System** > **System Management** > **Area Settings** and define the area to which the Access Control group belongs.

Step 4: Click **OK** to finish configuring the access control right group.

Add Door

This topic describes how to add operation step to the door of the created access level group in Easy Gym Fit.

Operation Steps

Step 1: In the Access module, choose **Access Rule** > **Access level** > **Add Door**.

Step 2: Click **Add Door**, and the page for selecting a door is displayed. add a door as required, as shown in figure below.

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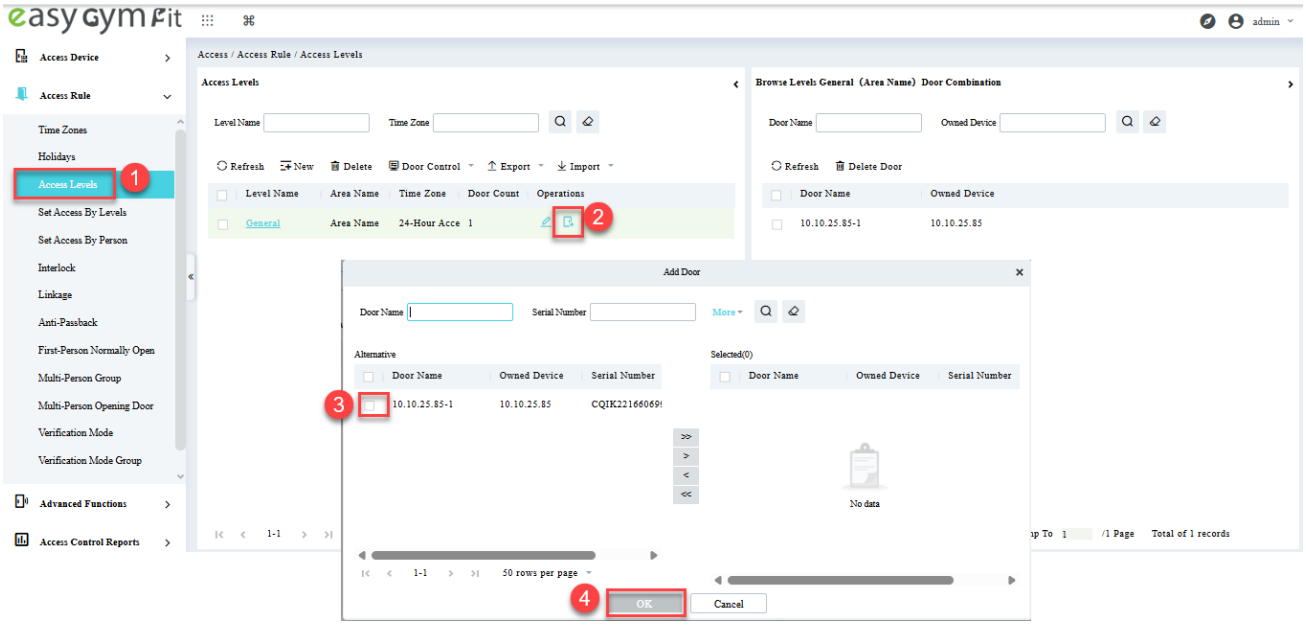
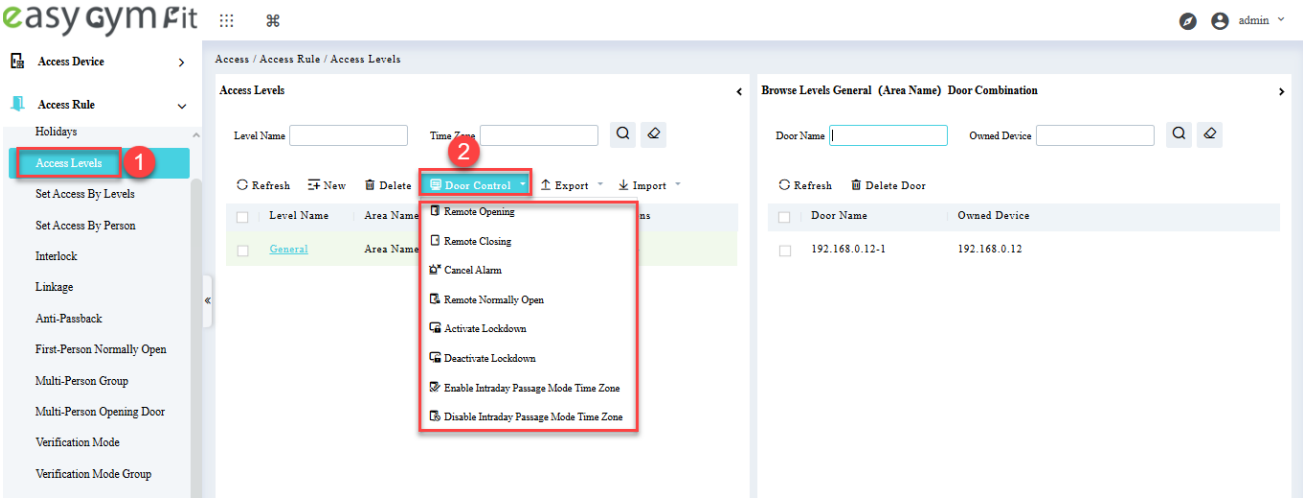


Step 3: Click **OK** to finish configuring the door for the access control right group.

Door Control



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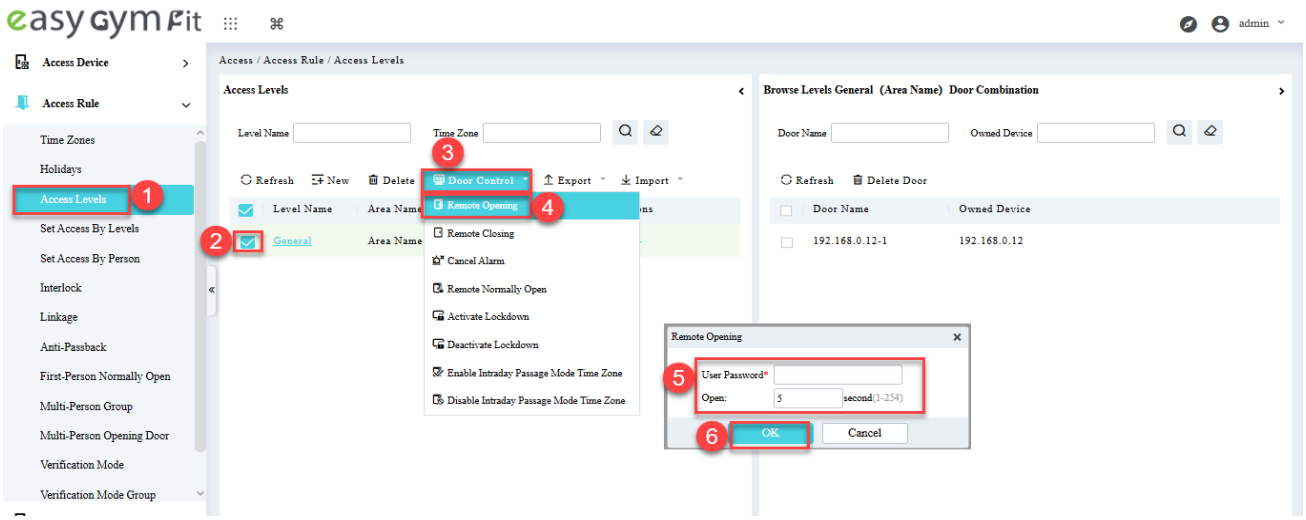
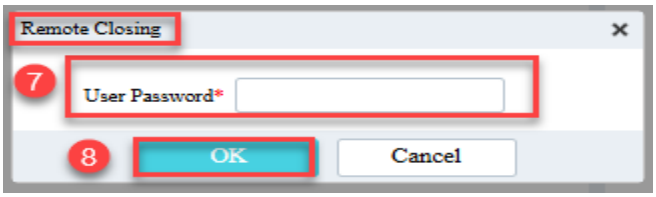
Remote Opening/Closing

It can control one door or all doors.

Control a single door, select the door, and click Remote Opening/Closing. A pop-up window will appear where you can enter the password and specify the time interval for opening. Click OK to open the door. Close the door, select it again, enter the password, and click OK.

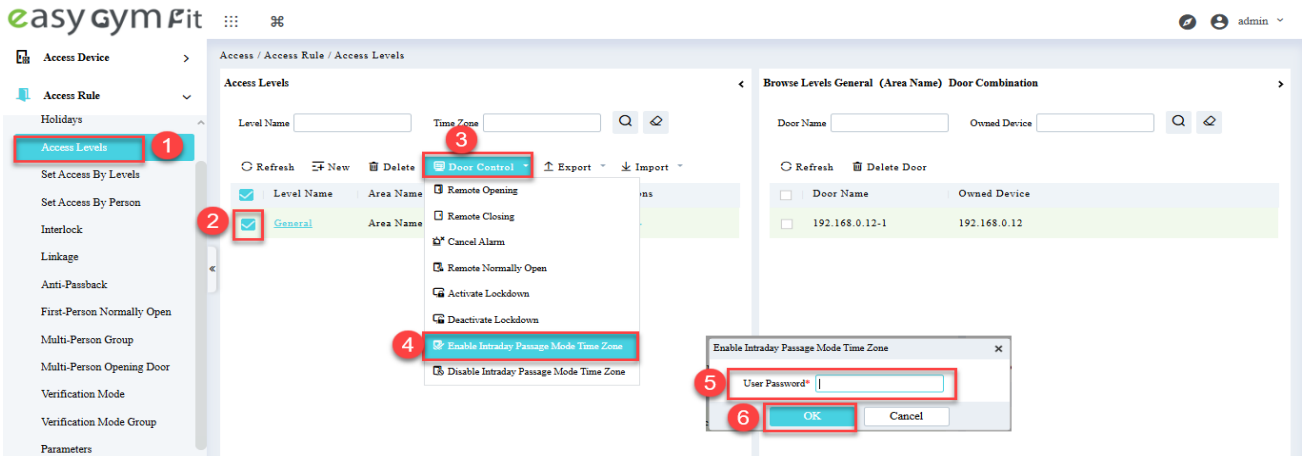




Control all doors, directly click **Remote Opening/Closing.**

Enable Intraday Passage Mode Time Zone

In remote opening, user can define the door opening duration (The default is 15s). User can select **Enable Intraday Passage Mode Time Zone** to enable the intraday door passage mode time zones, or set the door to Normal Open, then the door will not be limited to any time zones (open for 24 hours).



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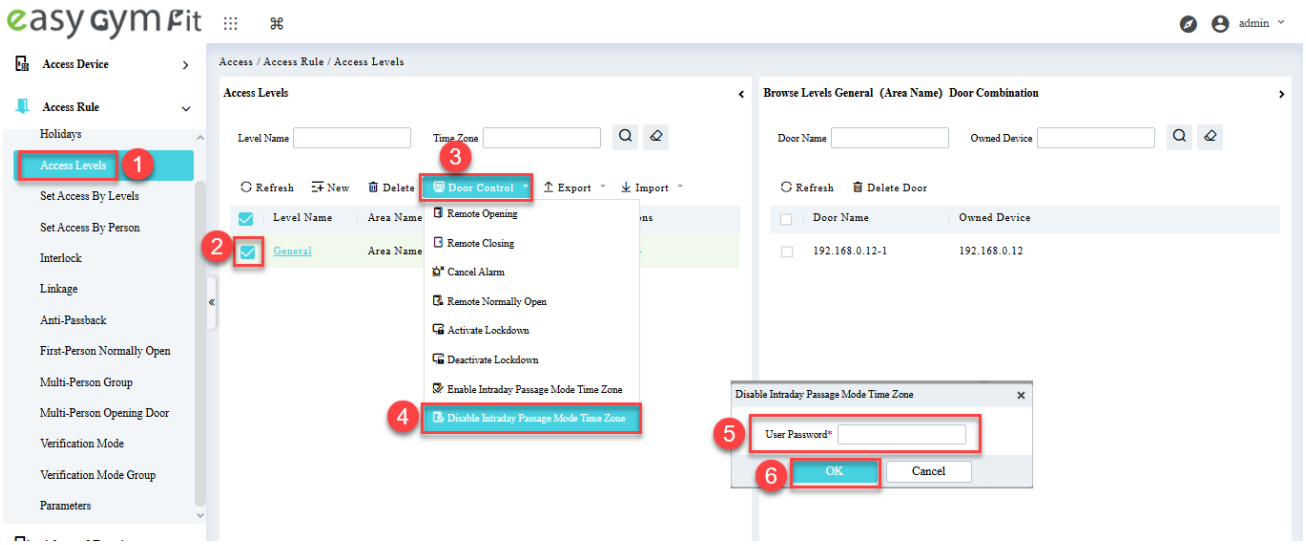
Disable Intraday Passage Mode Time Zone

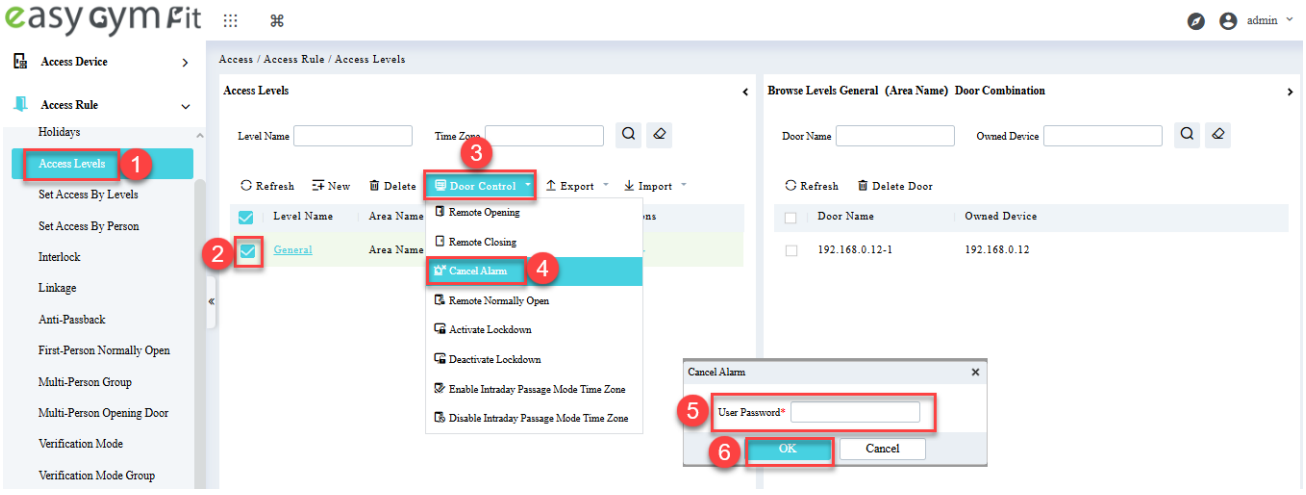
Close a door, select **Disable Intraday Passage Mode Time Zone** first, to avoid enabling other normal open time zones to open the door, and then select **Remote Closing.**



✍**Note:** If **Remote Opening/Closing** fails, check whether the devices are disconnected or not. If disconnected, check the network.

Cancel the Alarm

Once an alarming door is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. Control a single door, move the cursor over the door icon, a menu will pop-up, then click **Remote Opening/Closing** in the menu. Control all doors, directly click **Remote Opening/Closing** behind Current All.



✍**Note:** If **Cancel the alarm** fails, check if any devices are disconnected. If found disconnected, check the network.

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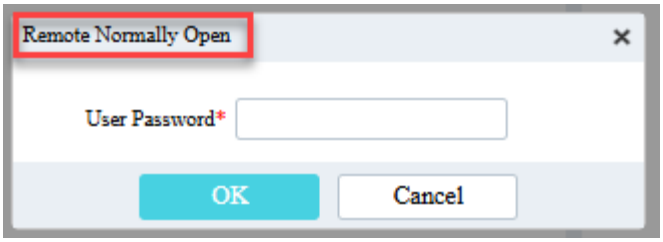
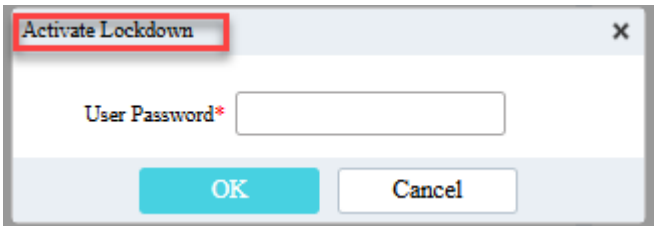
Remote Normally Open

It will set the device as normal open by re mote.



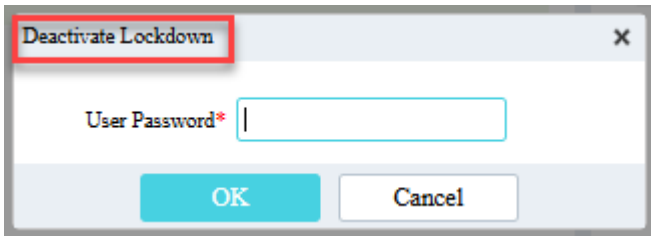
Activate Lockdown

It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices. Super User Swipe to Initiate Lockdown after 3 swipes



Deactivate Lockdown

It will unlock a locked door. This function is supported only by certain devices. Super User Swipe to Initiate disable after 3 swipes.



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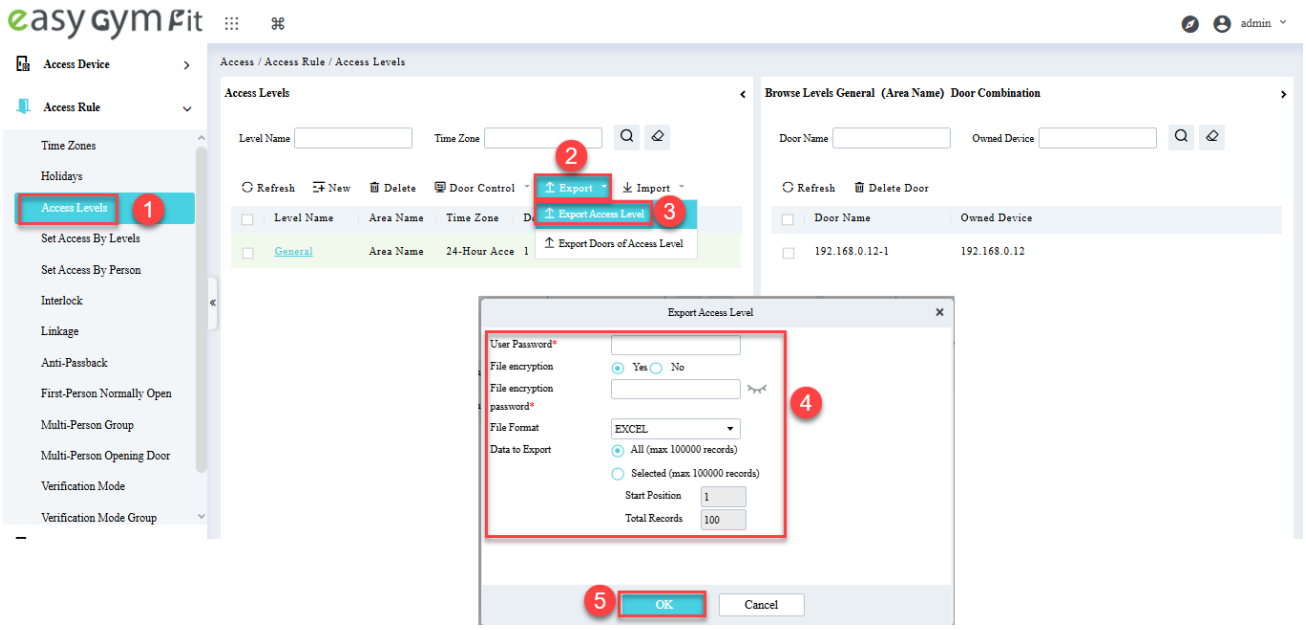
Export Access Level

Step 1: Export and fill in Access Level Template:

In the Access Module, click **Access Rule** > **Access Levels** > **Export** > **Export Access Level**, then fill in the Access levels information.



Access Levels		
Level Name	Area Name	Time Zone
Level 1	Area 1	Time Zone 1
Level 2	Area 2	Time Zone 1
Level 3	Area 3	Time Zone 1
Level 4	Area 4	Time Zone 1
Level 5	Area 5	Time Zone 1

Note: The Level name can be customized. The Area Name can be set from **System** > **System Management** > **Area Settings**, the Time Zone can be set from **Access** > **Access Rule** > **Time Zones.**

Step 2: Export the Doors of Access Level Template:

In the **Access Module**, click **Access Rule** > **Access Levels** > **Export** > **Export Doors of Access Level**, then User can export doors of access level in Excel file format.

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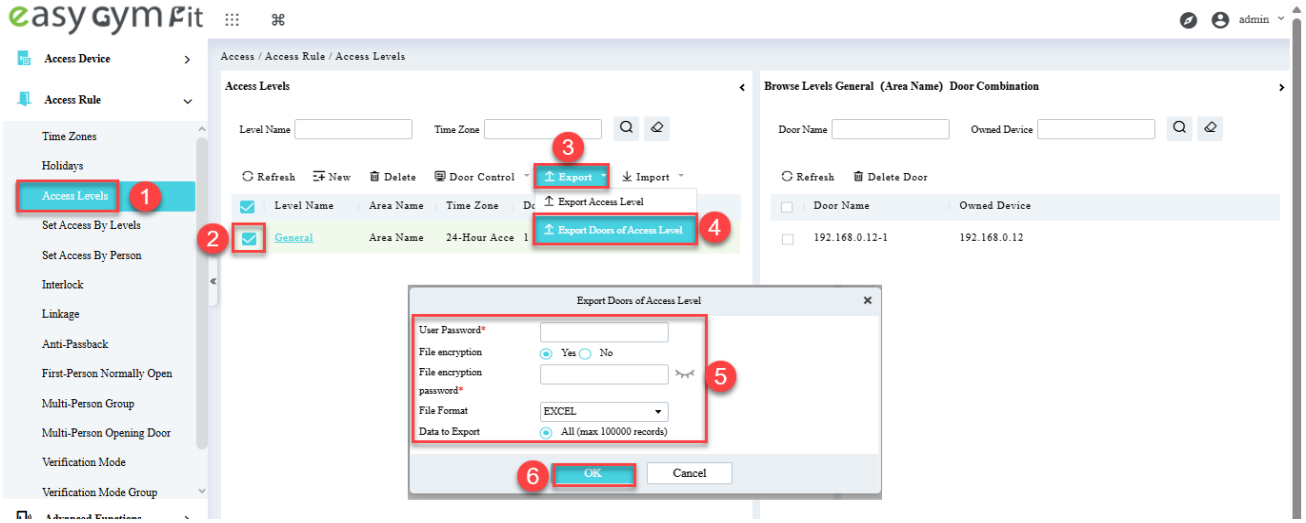


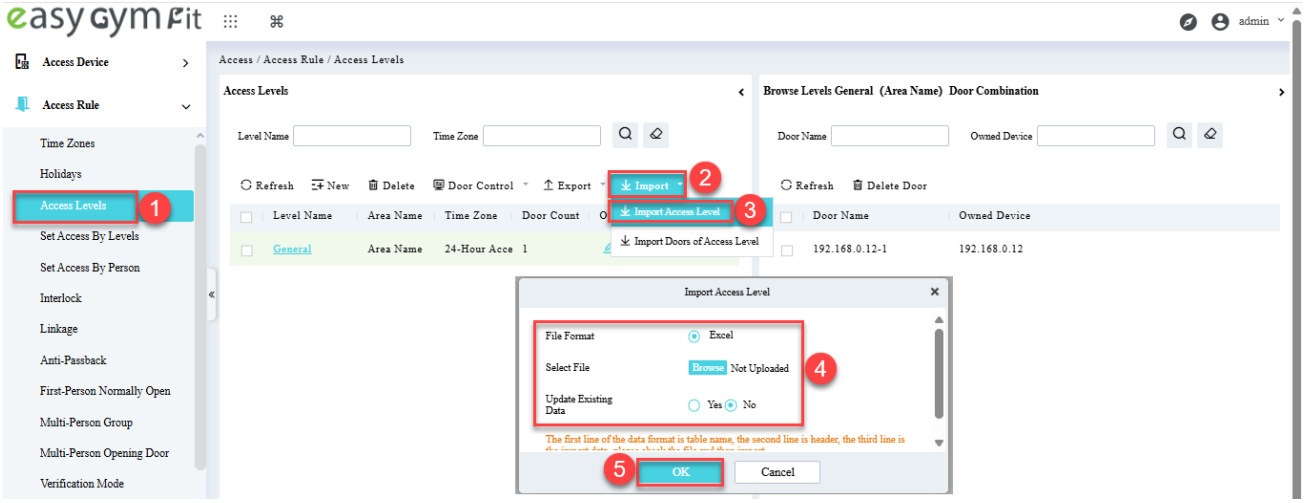
Enter the user password in the displayed security verification dialog box and Click **OK**. Select whether to encrypt the file and the file format to export and Click **OK**.

Import

Import Access Level

Step 1: Import and fill in Import Access Level Template:

In the **Access Module, click Access Rule** > **Access Levels** > **Import** > **Import Access Level**, then fill in the Import Access Level information.



Select the file format, then select and upload the file. Click **Yes or No** to update the existing data, and then click **OK** to import the access level.

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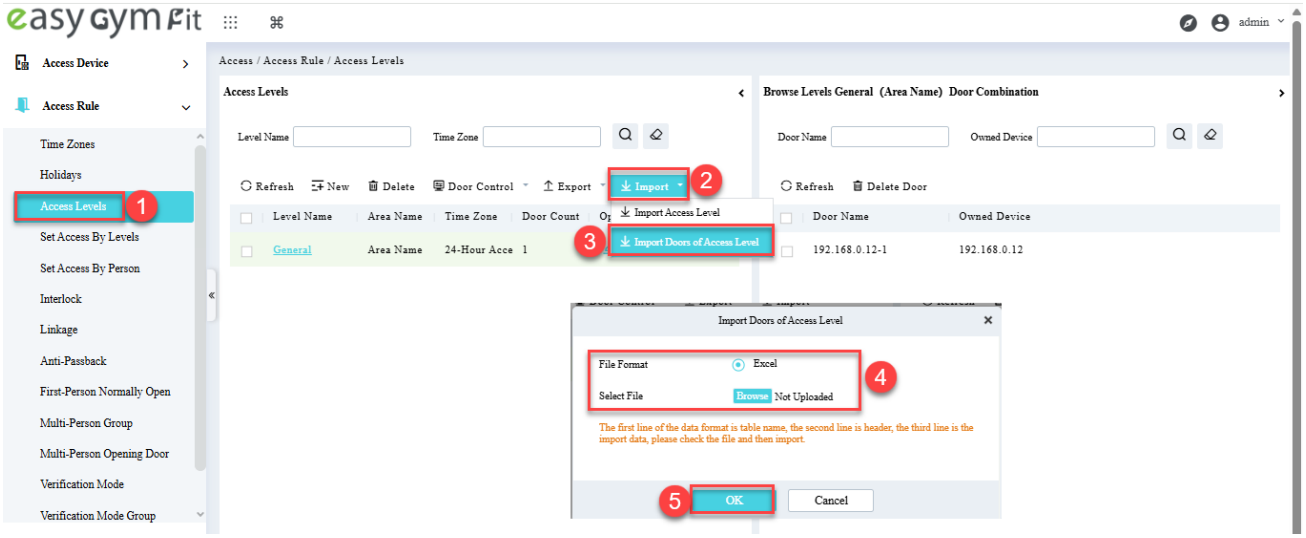
Import Door of Access Level

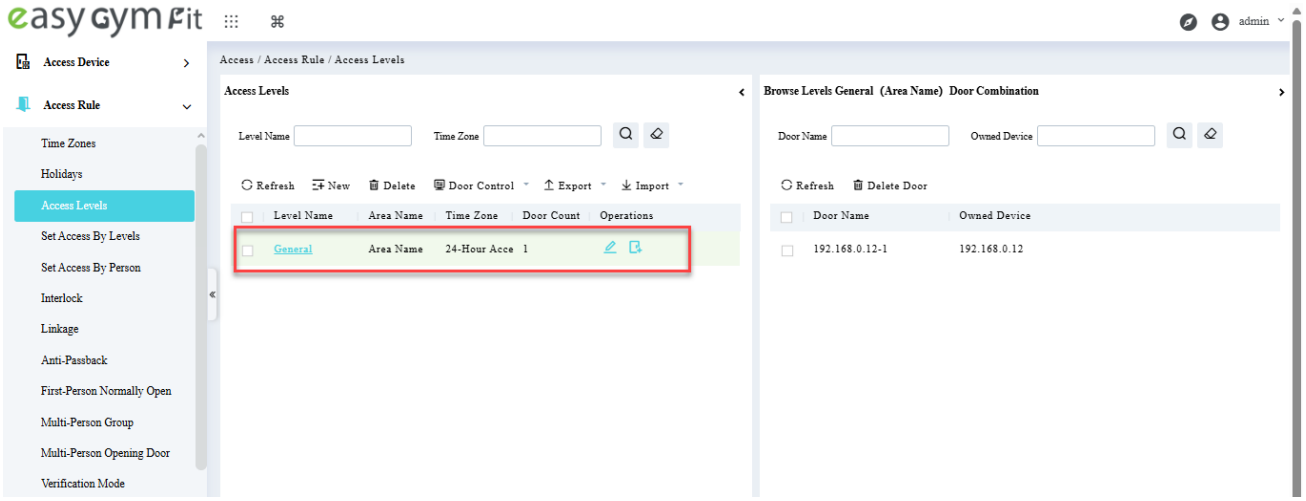
Step 1: Import and fill in Import Door of Access Level Template:

In the Access Module, click **Access Rule** > **Access Levels** > **Import** > **Import Door** of Access Level, then fill in the information about the import door of access levels.



Select the file format, then select and upload the file, and then click **OK** to import door of the access level.

Step 2: After the upload is successful, we can view the uploaded level as the following figure.



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2.4.4 Set Access Level Allocation

Permission assignment Manages the access level of personnel. After permission assignment, personnel can verify the door opening operation.

User can assign user rights by user group or assign user rights by user group.

Assign Personnel Rights by Permission Group

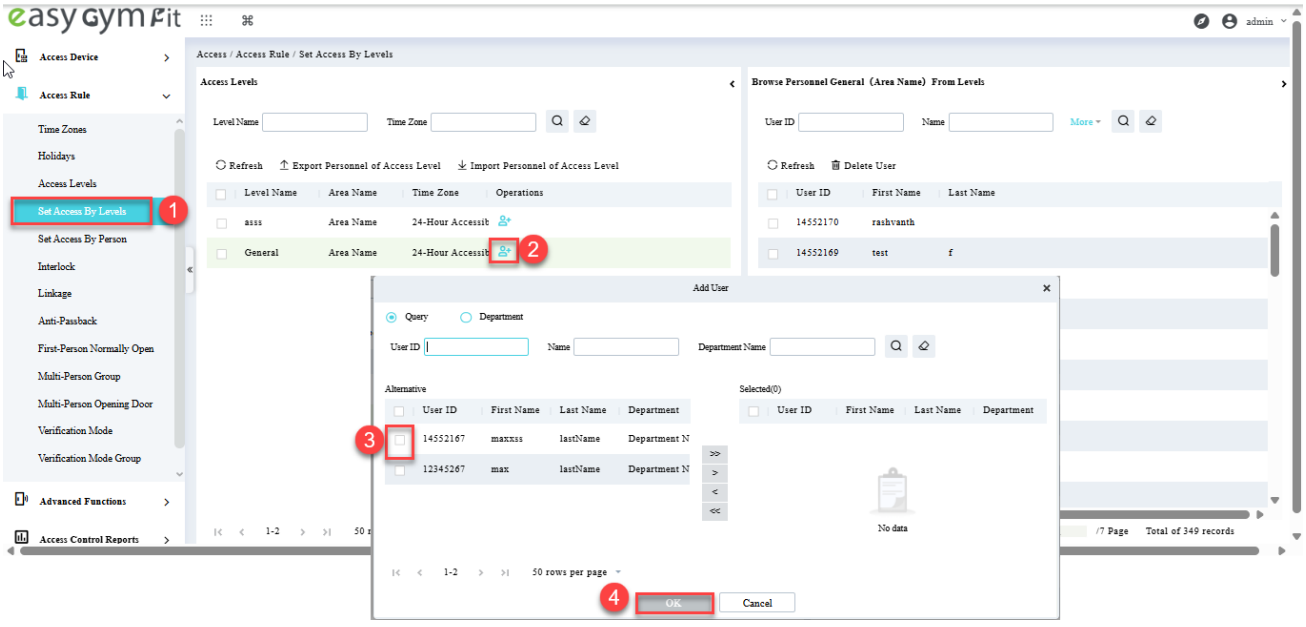
Assigning personnel permissions by permission group is used to define a set of open-door personnel for a permission group.

Describes operation step that assigns staff permissions by permission group in Easy Gym Fit.

Operation Steps

Step 1: In the **Access** module, choose **Access Rule** > **Set Access by Levels.**

Step 2: In the operation column of the corresponding permission group, tap **Add Personnel**. The Add personnel page is displayed. Select personnel as required, as shown in the figure below.



Step 3: Click **OK** to complete the assignment of personnel permissions.

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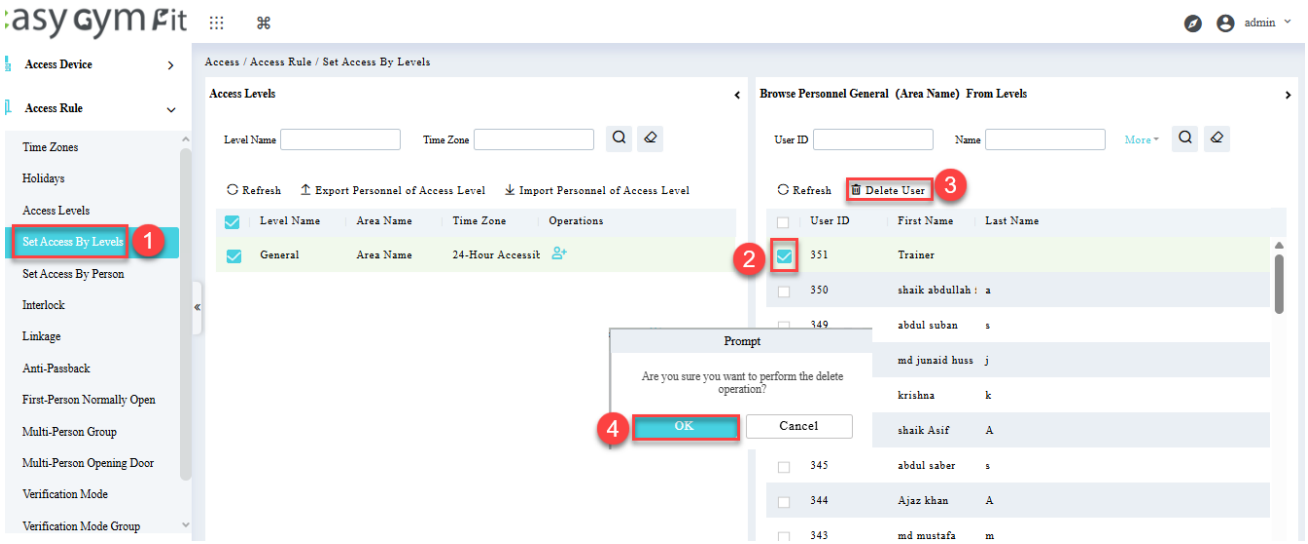
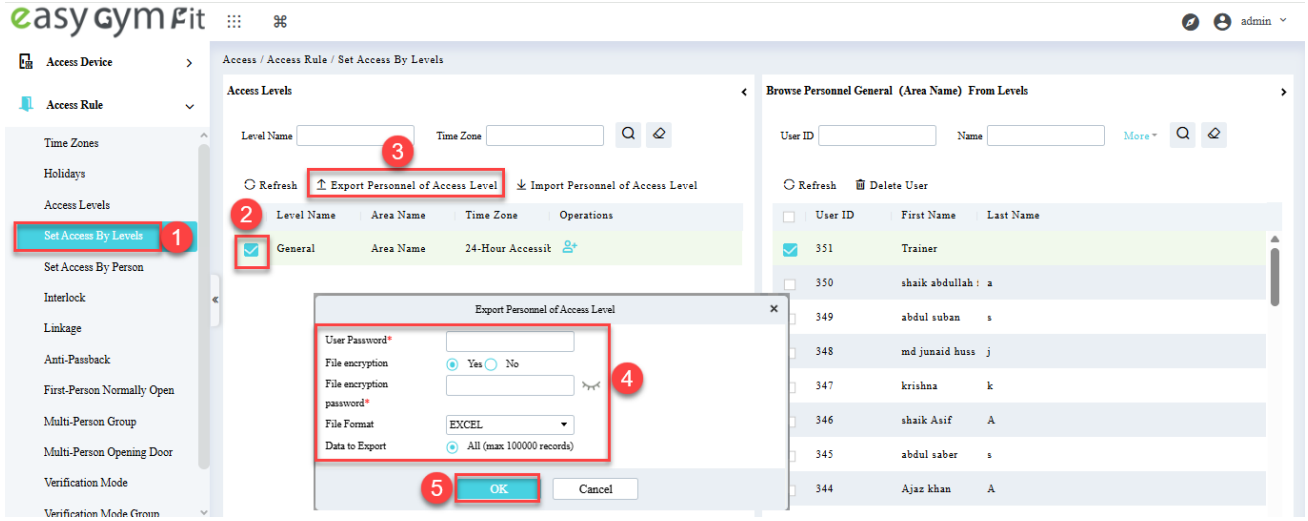
Delete Personnel

Select personnel ID, click **Delete**, and click **OK** to delete the personnel ID.



Export Personnel of Access Level

Device information can be exported in EXCEL, PDF, and CSV file format.



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Device

Device Name	Serial Number	Area Name	Communication Type	Network Connection Mode	IP Address	RS485 Parameter	Enable	Device Model	Register device	Firmware Version
192.168.218.60	20100501999	Area Name	HTTP	Wired	192.168.218.60		Enable	C3-400Pro		AC Ver 4.7.7.3033 Jun 16 2017

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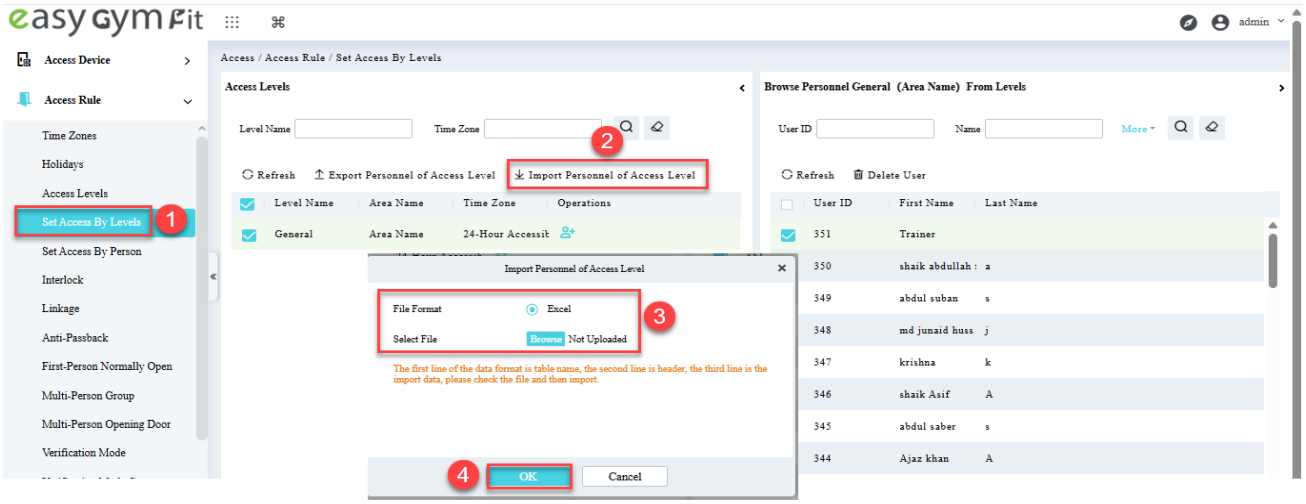
Import Personnel of Access Level

Device information can be imported in EXCEL, PDF, CSV file format.



2.4.5 Set Access Level Groups by Person

Assigning access level groups by person A permission set is used to define the access level set of a person.

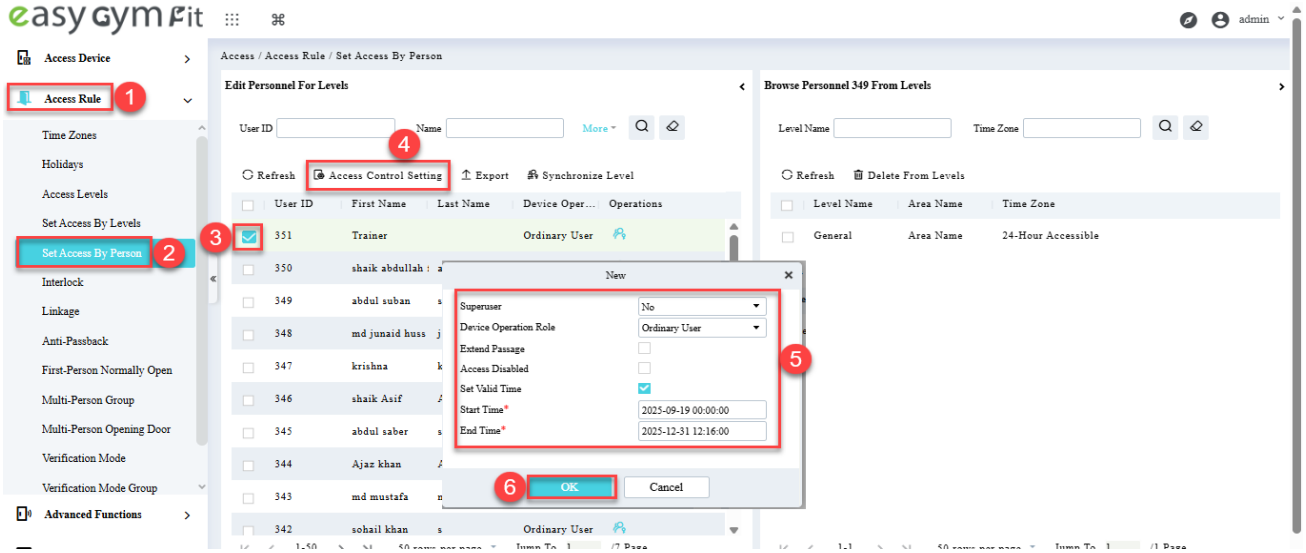
This section describes Operation Step that assigns access control group permissions by person in Easy Gym Fit.

Access Control Setting

Operation Steps

Step 1: In the Access I module, choose Access Control > Settings by Personnel.

Step 2: In the Operation column of the Access Control group, click **Add Access Control Group**. The page for adding access control groups is displayed. Select the Access Control group as required.



Step 3: Click **OK** to complete the assignment of personnel permissions.

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Add Level

Permission Assignment

The permission assignment feature manages the access levels of personnel. After permissions are assigned, personnel can verify and perform door-opening operations. Users can assign access rights either by individual user or by user group.

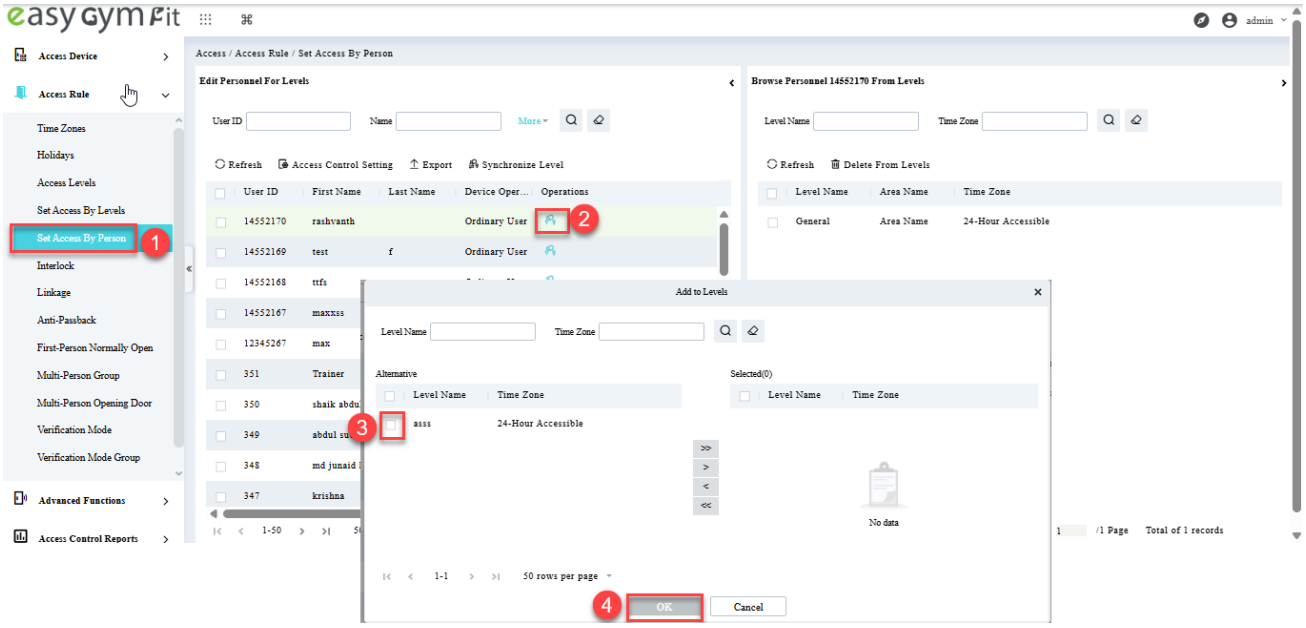
Assign Personnel Rights by Permission Level

Assigning personnel permissions by permission group allows administrators to define a set of personnel who have door-access rights under a specific permission group. The following section describes the operational steps for assigning staff permissions by permission group in Easy Gym Fit.

Operation Steps

Step 1: In the Access module, choose **Access Rule** > **Set Access by Levels**

Step 2: In the Operation column of the corresponding permission group, tap **Add Levels**. The Add level page is displayed. Select personnel as required.



Step 3: Click **OK** to complete the assignment of level permissions.

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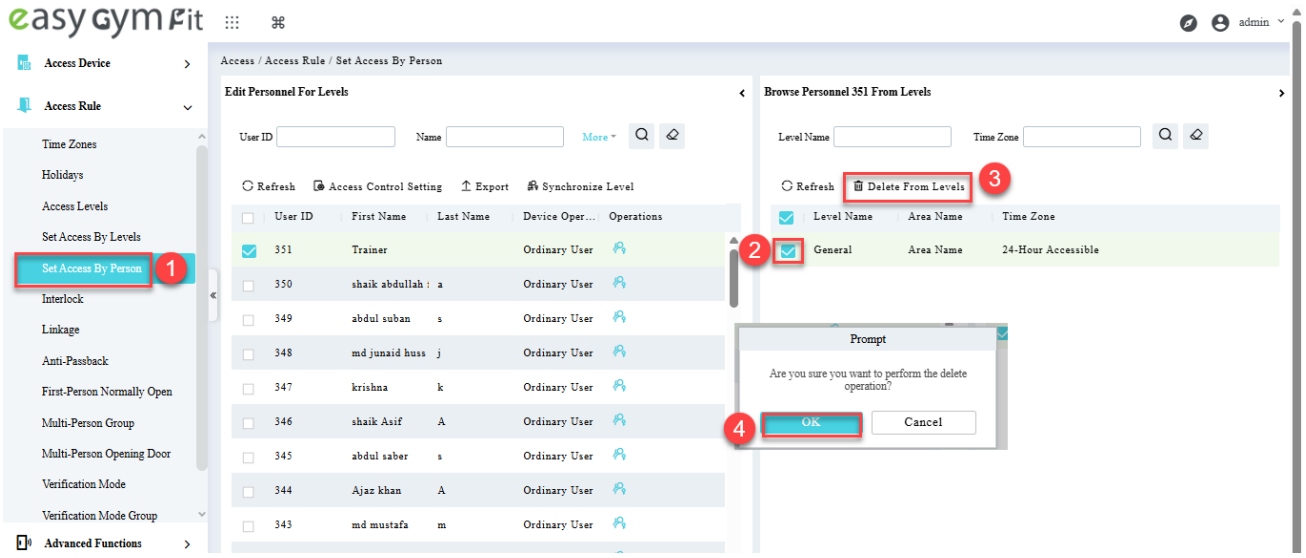
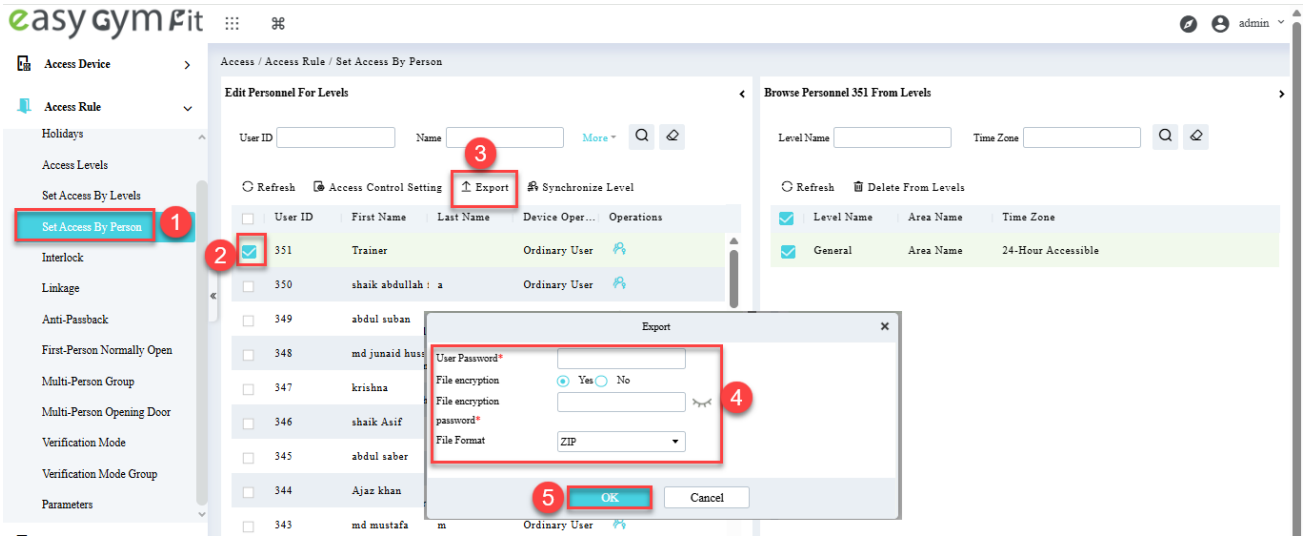
Delete From Level

Select the level name, click **Delete**, and click **OK** to delete the level name.



Export

Device information can be exported in EXCEL, PDF, and CSV file format.



ZKTECO

Device

Device Name	Serial Number	Area Name	Communication Type	Network Connection Mode	IP Address	RS485 Parameter	Enable	Device Model	Register device	Firmware Version
192.168.218.60	20100501999	Area Name	HTTP	Wired	192.168.218.60		Enable	C3-400Pro		AC Ver 4.7.7.3033 Jun 16 2017

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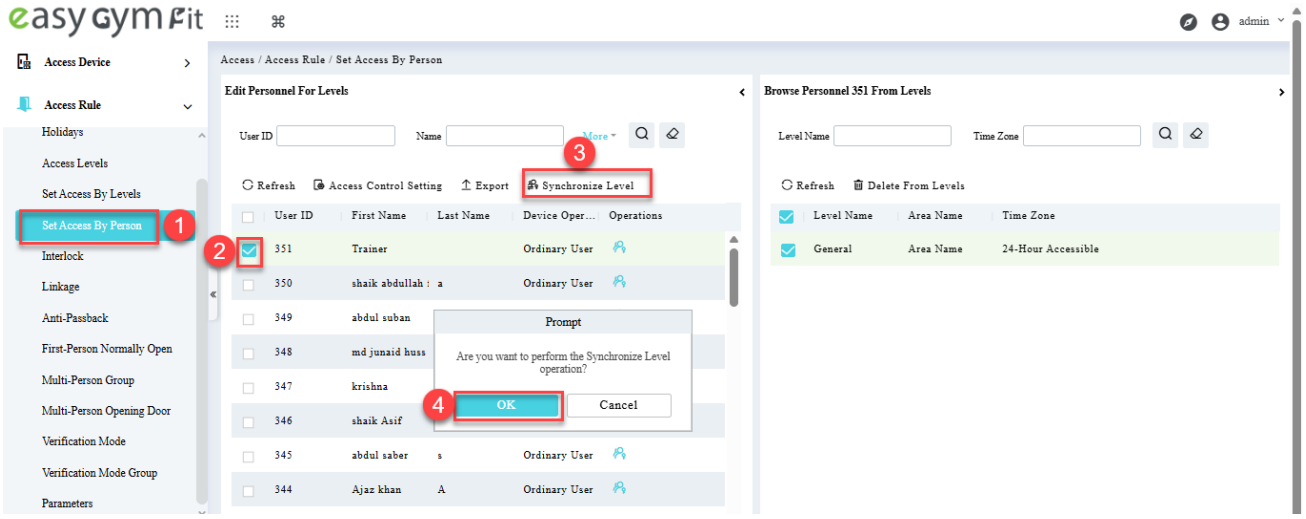
Synchronize Level

Select the level to be synchronized and send the corresponding device area data in the software to the device.



2.4.6 Interlock

Set interlock control between two or more doors on the access controller device: To verify the opening of a door, ensure that all other doors interlocked with the door are closed; otherwise, the door cannot be opened.

This section describes the Step of adding interlock effect in Easy Gym Fit.

The Premise Conditions:

1. The door opening/closing state monitoring is realized by detecting the door magnetic state. Therefore, interlock function requirements:

2. The door status sensor at the device end must be correctly installed

3. In door setting on the software side, the status of the door status sensor must be set to normally open or normally closed (based on the actual installation).

Add (New)

Operation Steps

Step 1: In the Access Control module, choose **Access Control** > **Interlock** and click **New.**

Step 2: Select the specified device.

Instructions:

When user adds a device for which interlock has been configured, the device cannot be found in the drop-down list. After the configured interlock information is deleted, the device is returned to the drop-down list.

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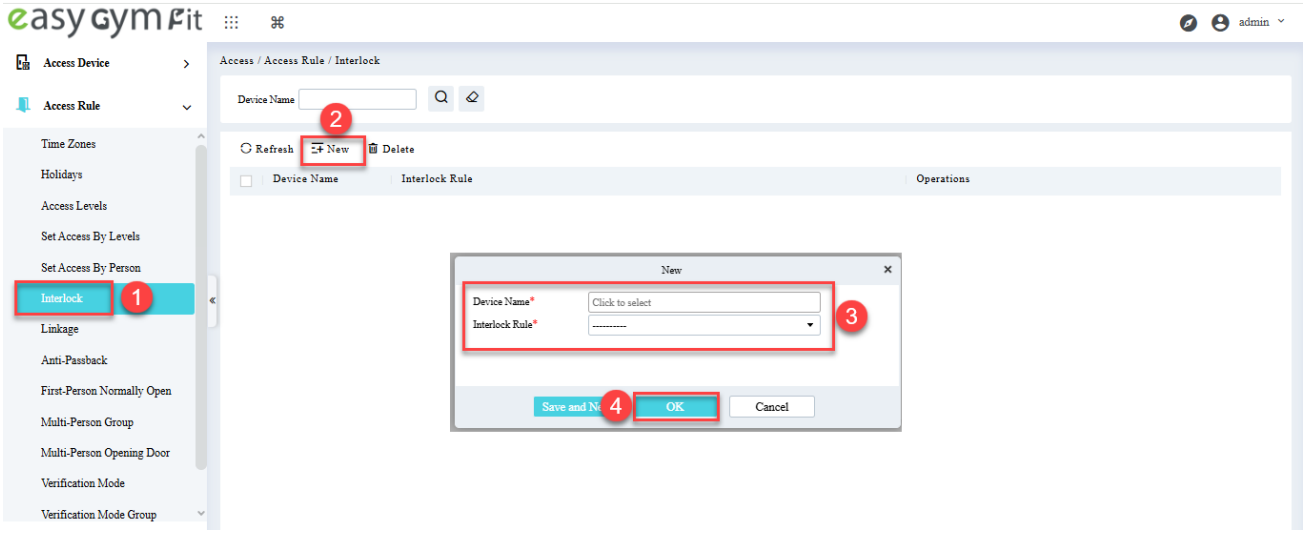
Interlock Settings vary with the number of doors controlled by the device:

Single-door controller: no interlock setting.

Dual door controller: 1-2 two door interlock Settings.

Four-door controller: 1-2 two-door interlock, 3-4 two-door interlock, 1-2-3 three-door interlock, 1-2-3-4 four-door interlock, 1-2 and 3-4 door interlock.

Step 3: Select the interlock rule, and click **OK** to complete the settings, as shown in figure below. The new interlock Settings are displayed in the list.



Parameter	Description
Device Name	User can customize the name of the Device
Interlock Rule	Select the configured interlock rule.

Delete

Select interlock, click **Delete**, and click **OK** to delete the interlock.

2.4.7 Linkage

The use method and scenario of linkage are flexible. After a specific event is triggered by an input point in the **Access Control** system, a linkage action will be generated at the specified output point to control events such as verification opening, alarm and abnormality in the system.

This section describes how to add Step to the linkage effect in Easy Gym Fit.

Add (New)

The Premise Conditions:

Before adding a linkage configuration, perform the following operations:

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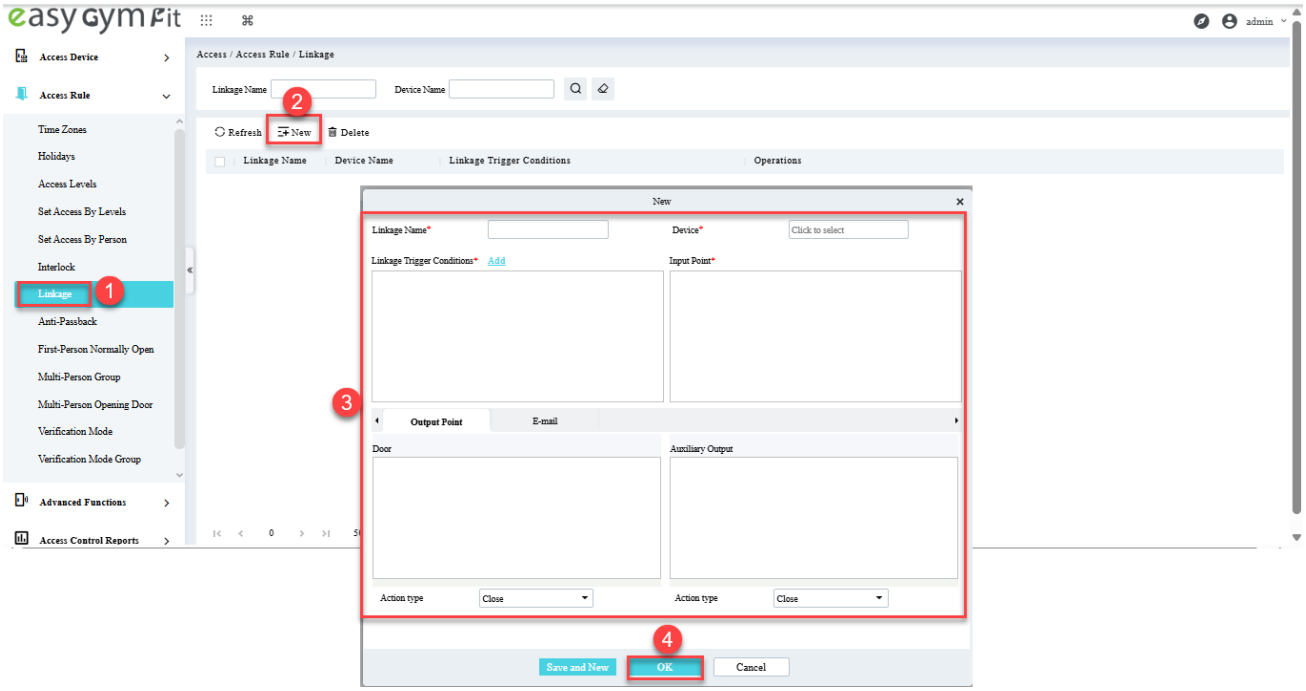
Step 1: Add Settings for binding cameras to access control devices, input points, output points, and read heads.



Step 2: Optional: In the **System Management** module, choose **System Management** > **Mail Management** to set the sender server. The step of setting the sender server is as follows:

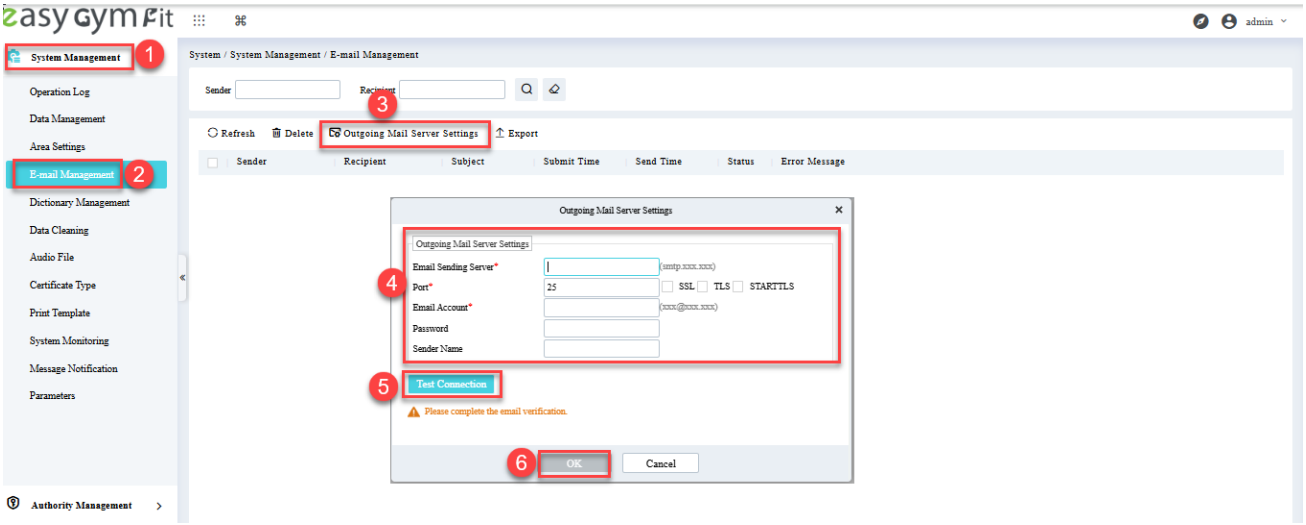
In the System Management module, choose **system Management** > **Mail Management.**

Click **Sender Server Settings** to pop up the sender server Settings interface.

On the Sender server Settings screen, set parameters as required, as shown in figure below. For parameter Settings.

After setting up, click **Test connection** to receive the email, indicating that the test has passed.

Step 3: Click **OK** to finish setting email parameters.



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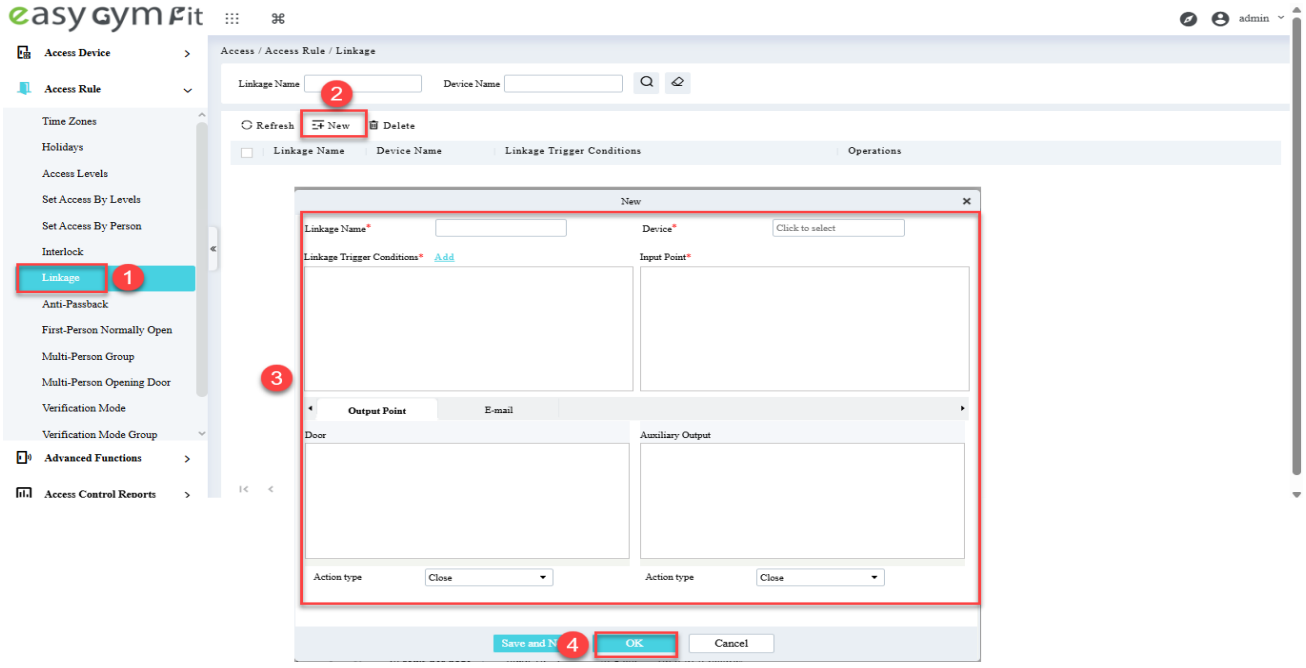
Parameter	Description
Email server address/port	Users can customize the email server address and port. The email products that provide the SMTP server can be used.
Email username and password	Enter the user's name and password for the mailbox.
Name of sender	Sets the name of the sender on the received message.

Operation Steps

Step 1: In the Access module, choose **Access Control** > **Linkage**.

Step 2: On the linkage setting screen, click **Add**, as shown in the figure below, and see the tables that refer to the linkage parameters.



Parameter	Description
Linkage Name	User can customize the linkage name for easy query.
Device	Custom Select an added access control device.
Linkage Trigger Conditions	Select the condition triggered by the linkage Operation, that is, the event type generated by the selected device.
Input Point	Select the input point to set device input.
Output Point	Select the output point to set device output.
Linkage Action Setting	User can set the linkage action, including Operation, video linkage, and email. Table 3-3 describes the configurations of the three modes.
The Output Point of Operation	Set the output action type: close, open, normally open. Sets the delay time if the output action is on.
Video Linkage	Pop-up video and display duration: Select pop-up video on the real-

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	time monitoring screen and set the pop-up duration. Video recording and Video Duration: Select Video recording to set the video duration. Capture: Set linkage action whether to take a photo: If a photo is taken, user also needs to set whether to pop up on the real-time monitoring interface and the display duration.
E -Mail	Set the email address that receives the linkage content when a linkage event occurs.
Intrusion	Configure the action of arming an area after an event is triggered
Send SMS	Configure the recipient of the SMS when the event is triggered
Line	Configure the recipient of the Line when the event is triggered
WhatsApp	Configure the recipient of WhatsApp when the event is triggered

Step 3: Click **OK** to complete the linkage configuration.

Delete

Select linkage, click **Delete**, and click **OK** to delete the linkage.

2.4.8 Anti-Passback

Some occasions require the personnel that brush card to verify, brush card to come in from a door must brush card to go out from another door, brush card record must enter a strict correspondence. This function can be used when users enable it in the settings. It is generally used in special units, scientific research, bank vaults and other occasions.

This section describes the Step of adding the Anti-Passback effect in Easy Gym Fit.

Add (New)

Operation Steps

Step 1: In the Access Control module, choose **Access Control** > **Anti-Passback** and click **New.**

Step 2: Select the specified device.

Instructions:

When user adds an Anti-Passback device, the configured Anti-Passback device is not displayed in the device list. After the antisubmarine information is deleted, the device returns to the device list.

The Anti-Passback setting varies with the number of gates controlled by the equipment:

Anti-Passback setting of single door controller: Anti-Passback between readers

Two controllers: door 1 Anti-Passback between readers, door 2 Anti-Passback between readers, door 1 and door 2 Anti-Passback

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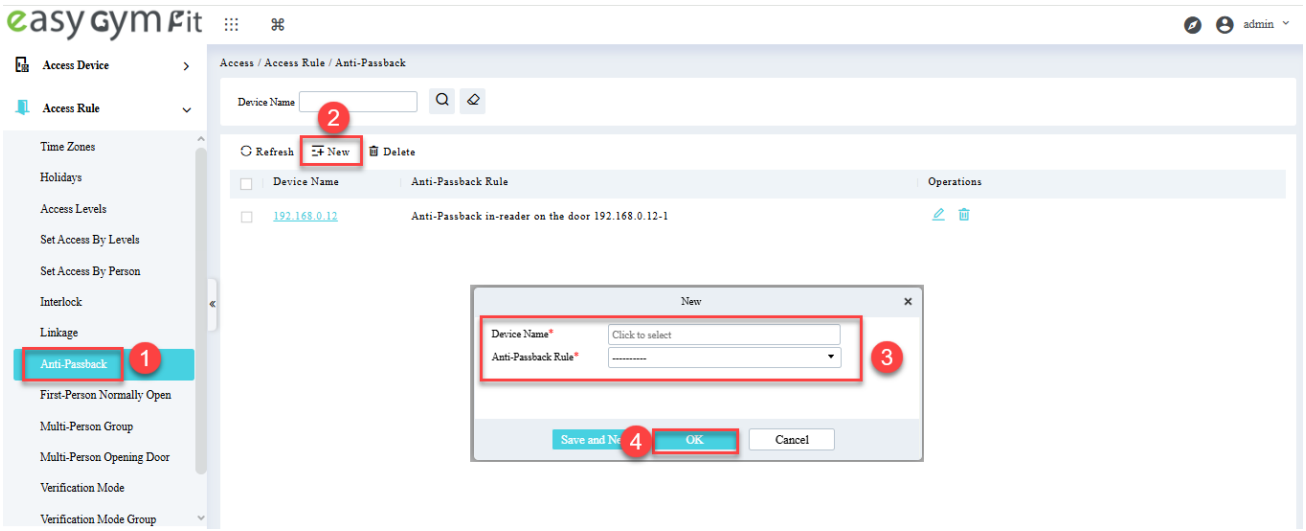
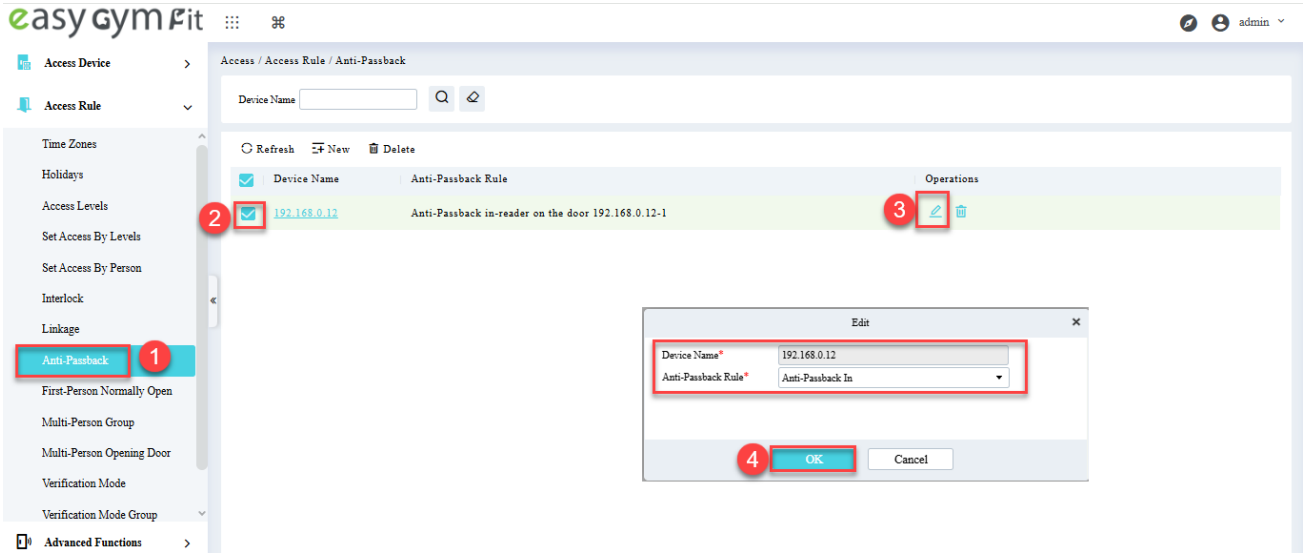
Four door controllers: door 1 and door 2 Anti-Passback, door 3 and door 4 Anti-Passback, door 1/ door 2 and door 3/ door 4 Anti-Passback, door 1 and door 2/ door 3/ door 4 Anti-Passback, door 1 and door 2/ door 3/ door 4 Anti-Passback, door 1/ door 2/ door 3/ door 4 Anti-Passback reader

Step 3: Select the Anti-Passback rule and click **OK** to complete the settings. The new Anti-Passback Settings are displayed in the list.



Edit

Select device, click **Edit**, and click **OK** to edit the device details.



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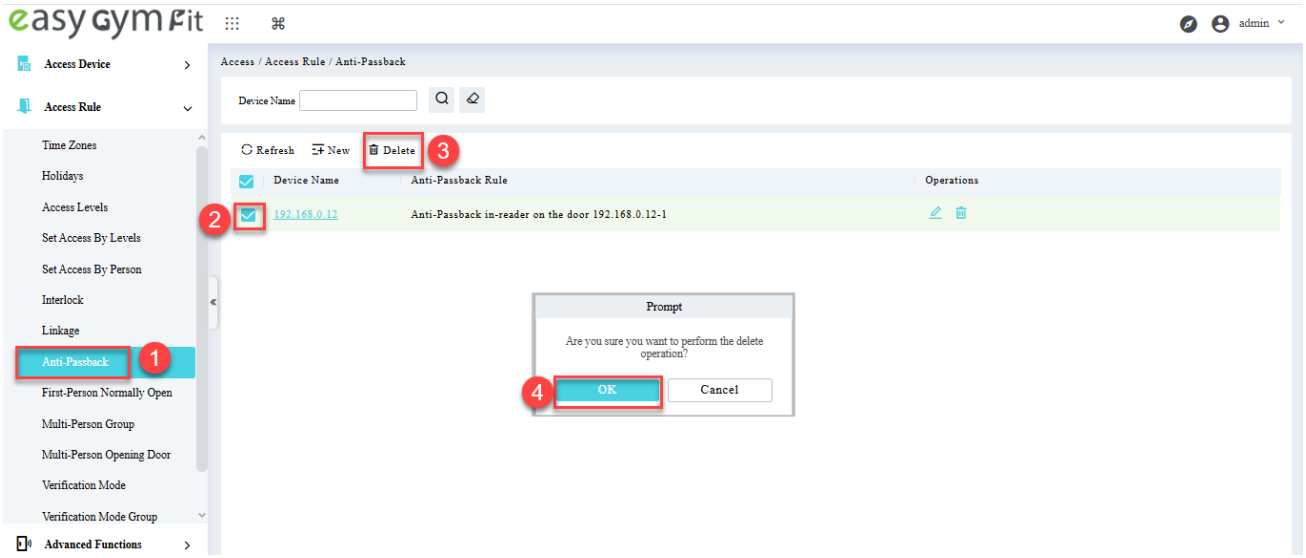
Delete

Select device, click **Delete**, and click **OK** to delete the device.



2.4.9 The First-Person Normally Open

In the specified period, after the verification of the first person with normally open permission, the door normally opens, the end of the valid period of the door automatically closed.

This section describes how to add Step in Easy Gym Fit.

The Premise Conditions:

The time range has been set for the Access Control module.

Add (New)

Operation Steps

Step 1: In the Access Control module, choose **Access Control** > **First person normally Open** and click **New**.

Step 2: Select the specified device, add Settings for the specified door, and select the normally open time period, and click **OK**, as shown in figure below.

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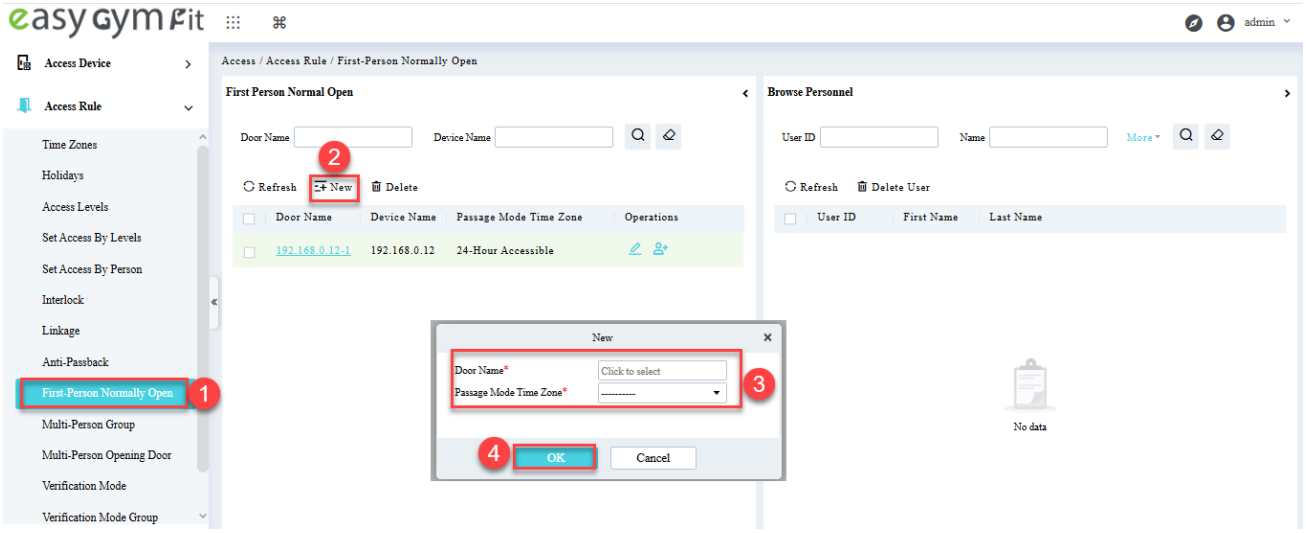
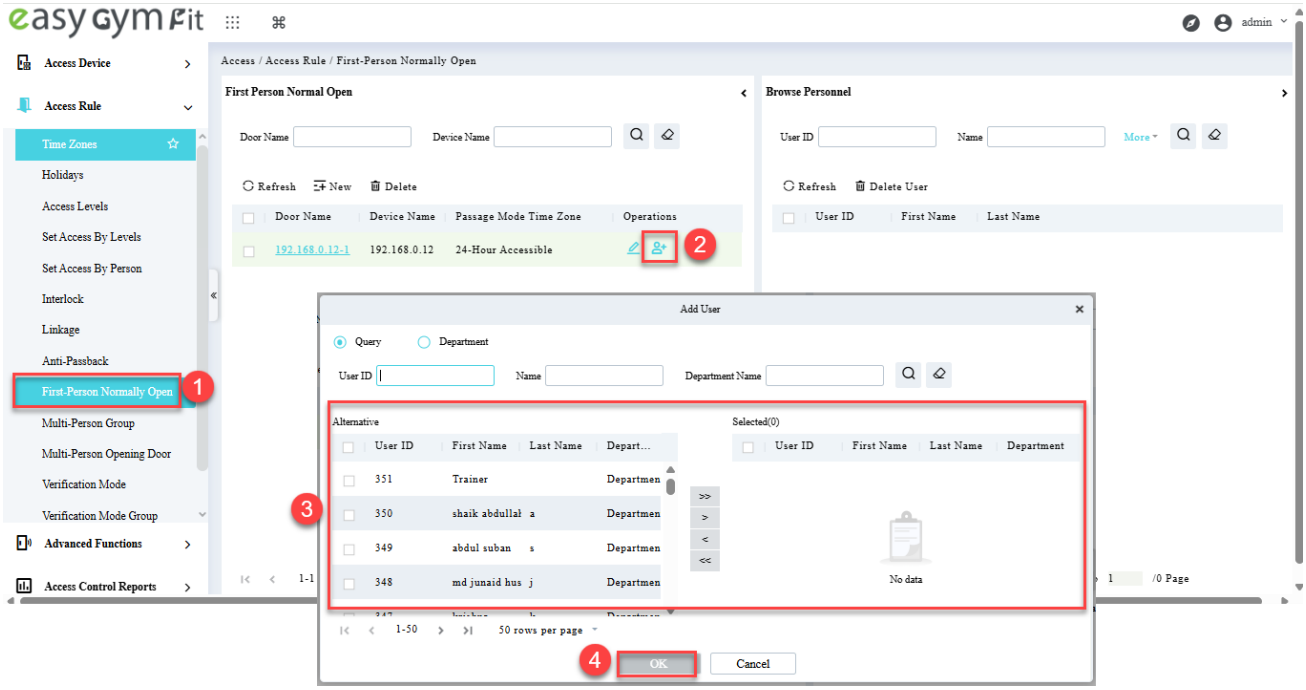


Step 3: Click **Add People** on the interface of opening of the first person. After adding people, click **OK** to complete the setting of "opening of the first person".



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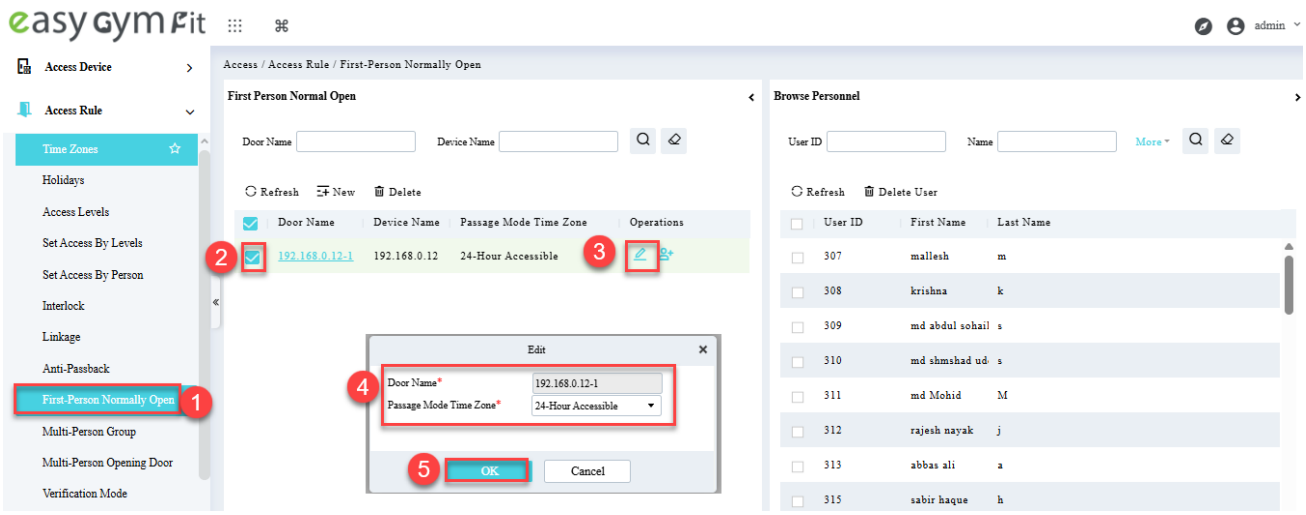
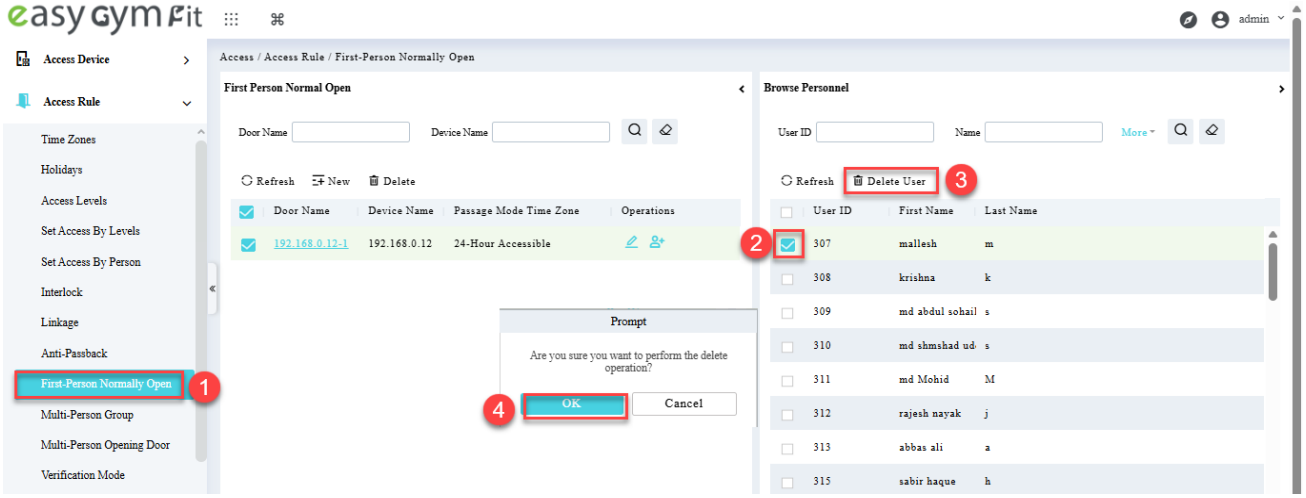
Edit

Select personnel ID, click **Edit**, and click **OK** to edit the personnel ID details.



Delete

Select personnel ID, click **Delete**, and click **OK** to delete the personnel ID.



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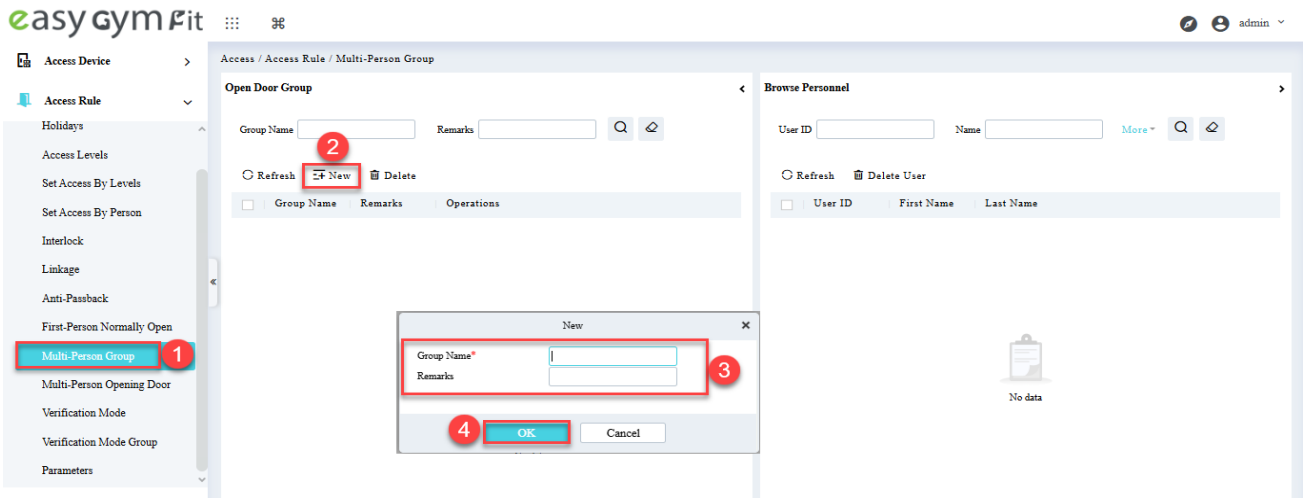
2.4.10 Multi-Person Group

The door will open only after the consecutive verification of multiple people. Any person verifying outside of this combination (even if the person belongs to other valid combination) will interrupt the procedure and user need to wait 10 seconds to restart verification. It will not open by verification by only one of the combinations.

Add (New)

Step 1: Click **Access Rule** > **Multi-Person Group** > **New** to access the following edit interface:



Group Name: Any combination of up to 30 characters that cannot be identical to an existing group name.

After editing, click **OK** to save and return. The added Multi-Person Personnel Group will appear in the list.

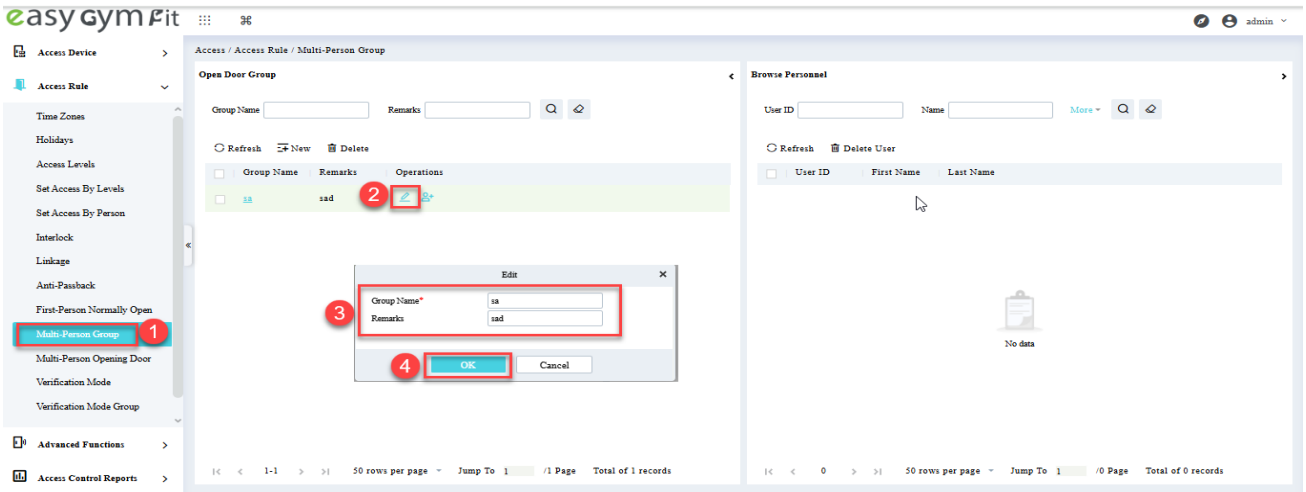
Step 2: Click **Add personnel** under Related Operations to add personnel to the group.

Step 3: After selecting and adding personnel, click **OK** to save and return.

Note: A person can only be grouped into one group.

Edit

Click **Access Rule** > **Multi-Person Group** > **Edit** after selecting the required section in the interface.



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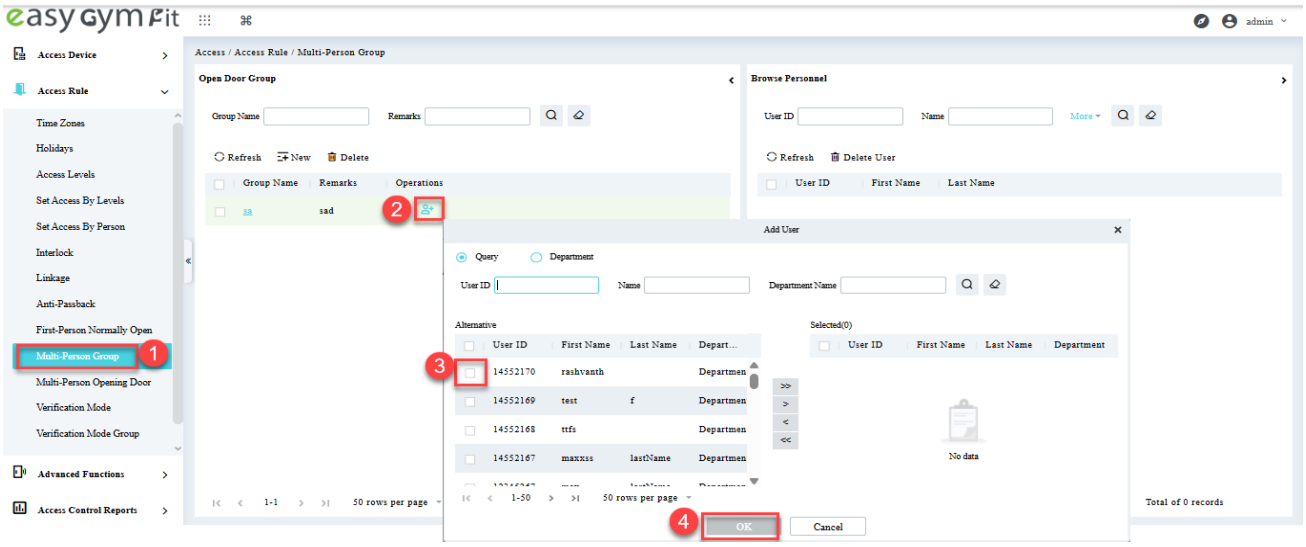
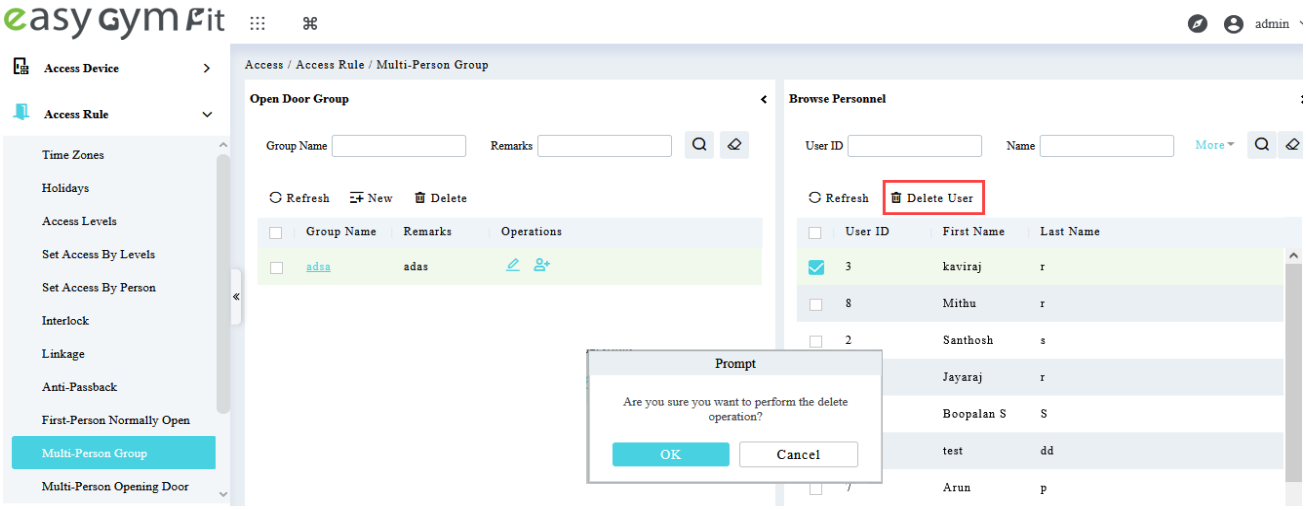
Add Personnel

Click **Access Rule** > **Multi-Person Group** > **Add Personnel** after selecting the required section in the interface.



Delete

Click **Access Rule** > **Multi-Person Group** > **Delete** after selecting the required section in the interface.



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2.4.11 Multi-People Open the Door

In a specific scenario, it is necessary for more than one person to be present at the same time to verify their identity before they can open the door through permission verification.

Instructions:

1. In an application scenario where multiple users are required to verify their identities before opening the door, the authentication process is limited to N (no more than 5) by grouping people into groups.

2. In practice, if all the personnel to be verified are of the same type or level, it can be verified by multiple people in a single group. If there are different categories or levels of personnel, user can set a certain number of personnel in each group to achieve verification.

3. Before the multi-party door verification rule is reached, if the verification fails during the process, wait 10 seconds for the verification again.

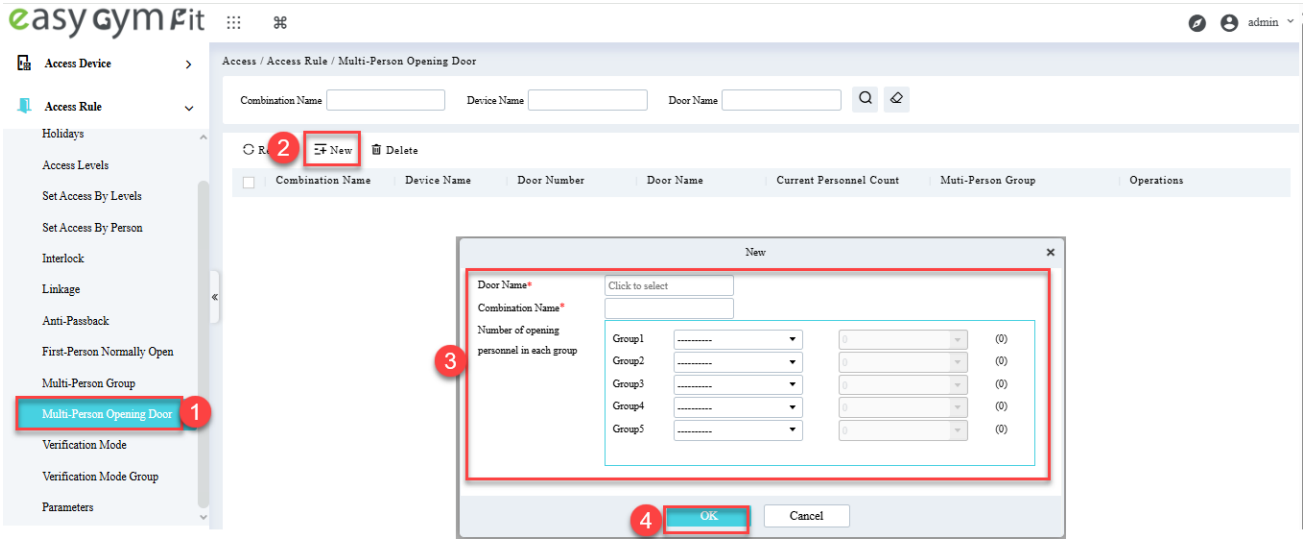
Add (New)

Step 1: In the **Access Control** module, choose **Access Rule** > **Multiple Door Opening Personnel Group** and click **New**. After filling in the corresponding parameters, click **OK** to save the settings.

Step 2: Click **Add Personnel** on the right of the list of created multi-person door opening personnel, select the personnel to be added to the group in the pop-up function, and click **OK** to save the settings.

Step 3: In the multi-person door opening interface, click **Add**, set permissions for multi-person door opening personnel group.

Step 4: On the page for adding multiple door users, select the specified door, group information for multiple door users, and the number of verification personnel for each group, and click **OK** to save the settings.



Step 5: In the **Access Control** module, choose **Access Rule** > **Authentication Mode Rule** and click **Add** to set the access control authentication rule for the corresponding period.

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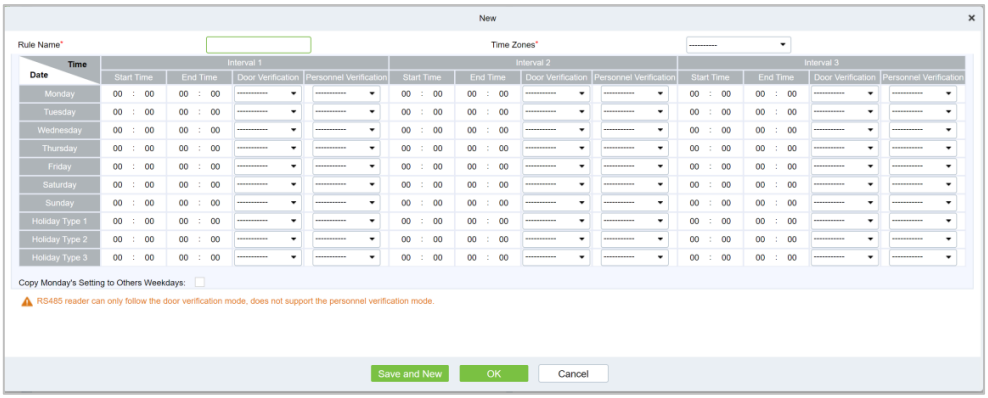
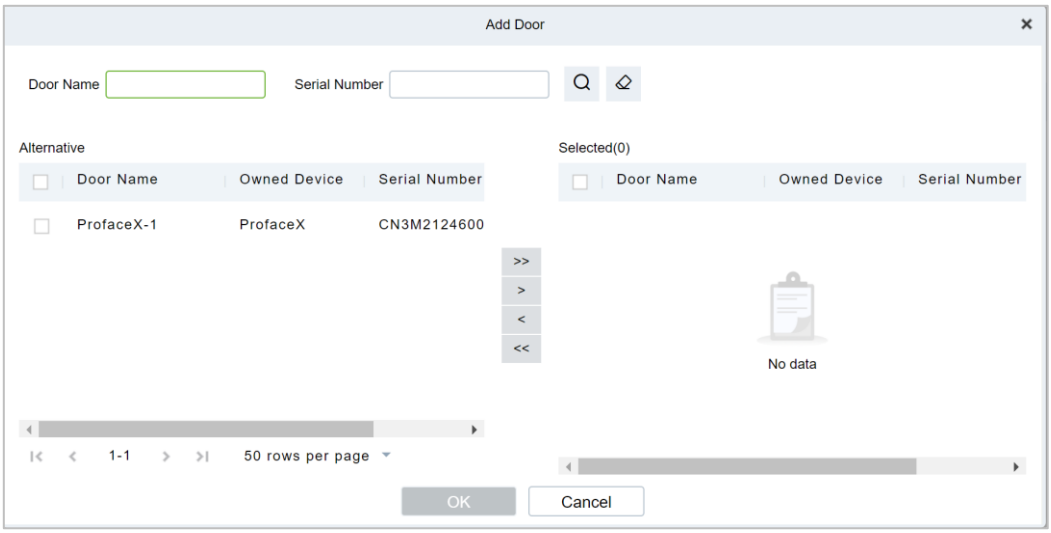


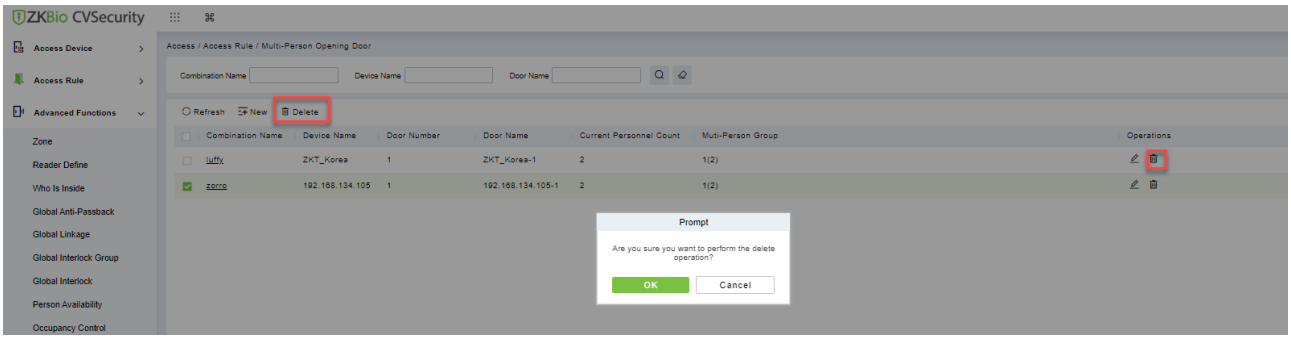
Step 6: Click **Add Door** on the right of the created authentication mode rule, select a door, and set the authentication mode rule for the door.



Step 7: click **OK** to save the settings.

Delete

Click **Access Rule** > **Multi-Person Opening Door** > **Delete** after selecting the required section in the interface.



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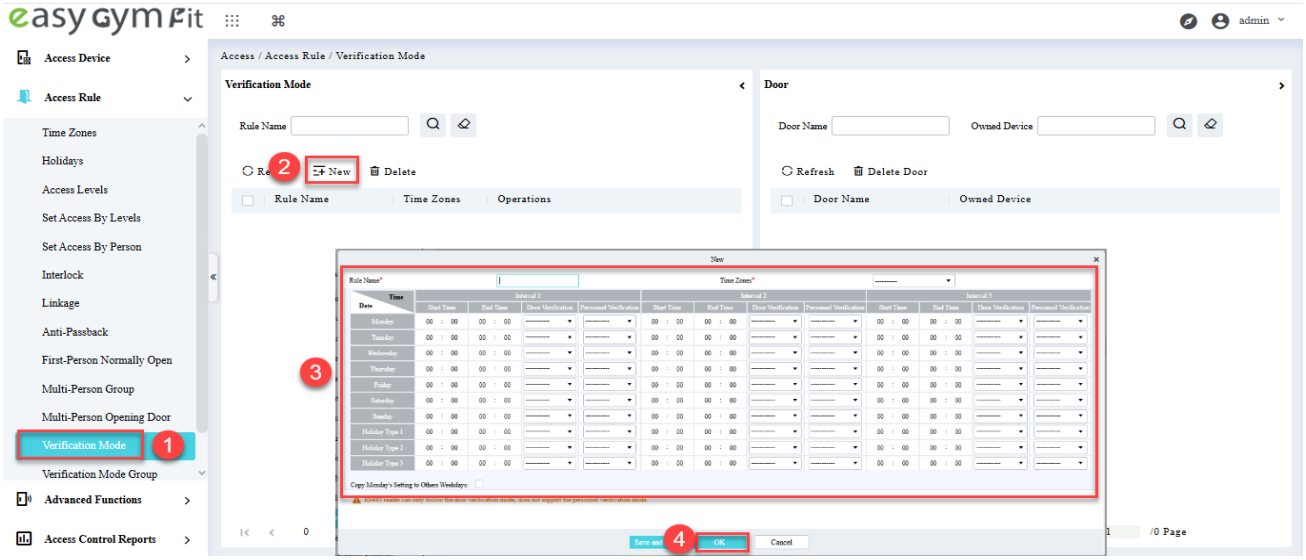
2.4.12 Verification Mode

Verification Mode:

User can set verification modes for doors and personnel separately in a specified time segment.

New

Step 1: Click **Access Rule** > **Verification Mode** > **New** to go to the page for adding a verification mode rule.



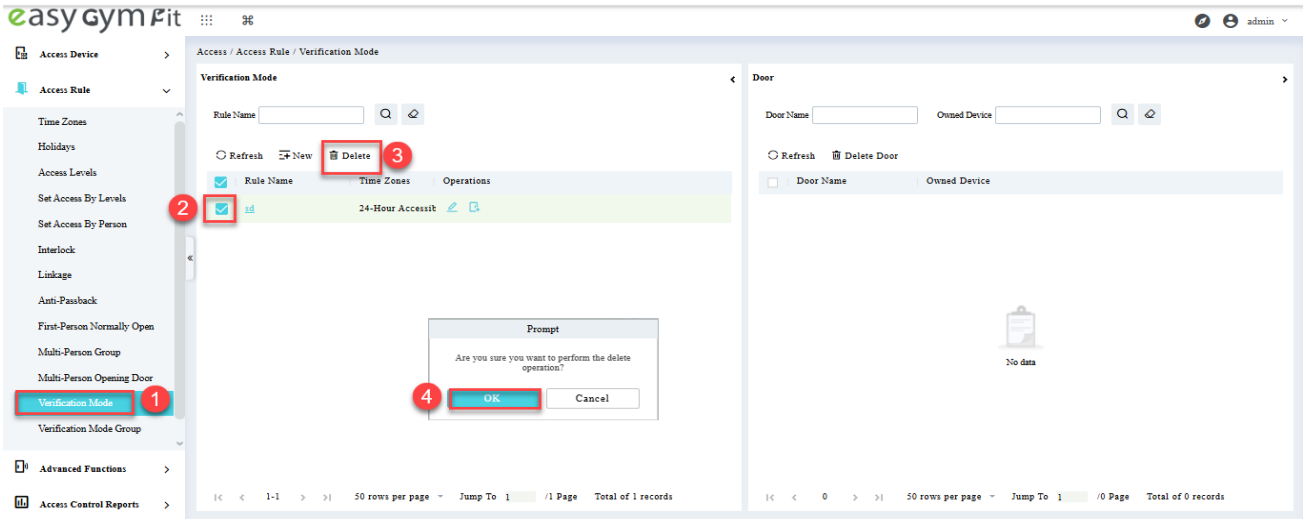
Step 2: Set the following parameters: Select a rule name (not repeatable), the time segment, and verification mode for a door or person in each time segment.

Step 3: Click **OK** to finish the setting.

On the list page, user can add or delete doors in the verification mode rule.

Delete

Click **Access Rule** > **Zone** > **Verification Mode** after selecting the required section in the interface. Then, click **Delete**. A pop-up message will appear; click **OK** to confirm the delete.



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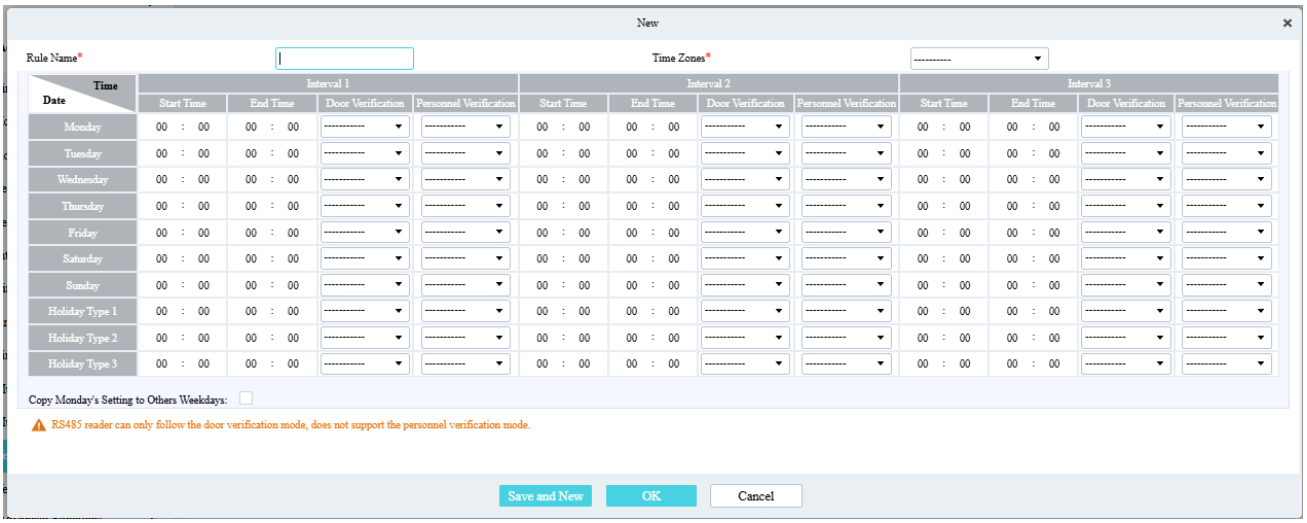
Verification Mode Group

User can set verification modes for doors and personnel separately in a specified time segment.

Operation Steps

Step 1: Click **Access Rule** > **Verification Mode** > **New** to go to the page for adding a verification mode rule.



Step 2: Set the following parameters: Select a rule name (not repeatable), the time segment, and verification mode for a door or person in each time segment.

Step 3: Click **OK** to finish the setting.

On the list page, user can add or delete doors in the verification mode rule.

Note: If a rule includes the verification mode for personnel, user cannot select doors with the RS485 readers when adding doors. User can modify only the configuration on the reader setting page before adding doors.

Verification Mode Group:

Set appropriate personnel for configured verification mode rule.

Parameters

Click **Access Rule** > **Parameters** to enter the parameter setting interface:

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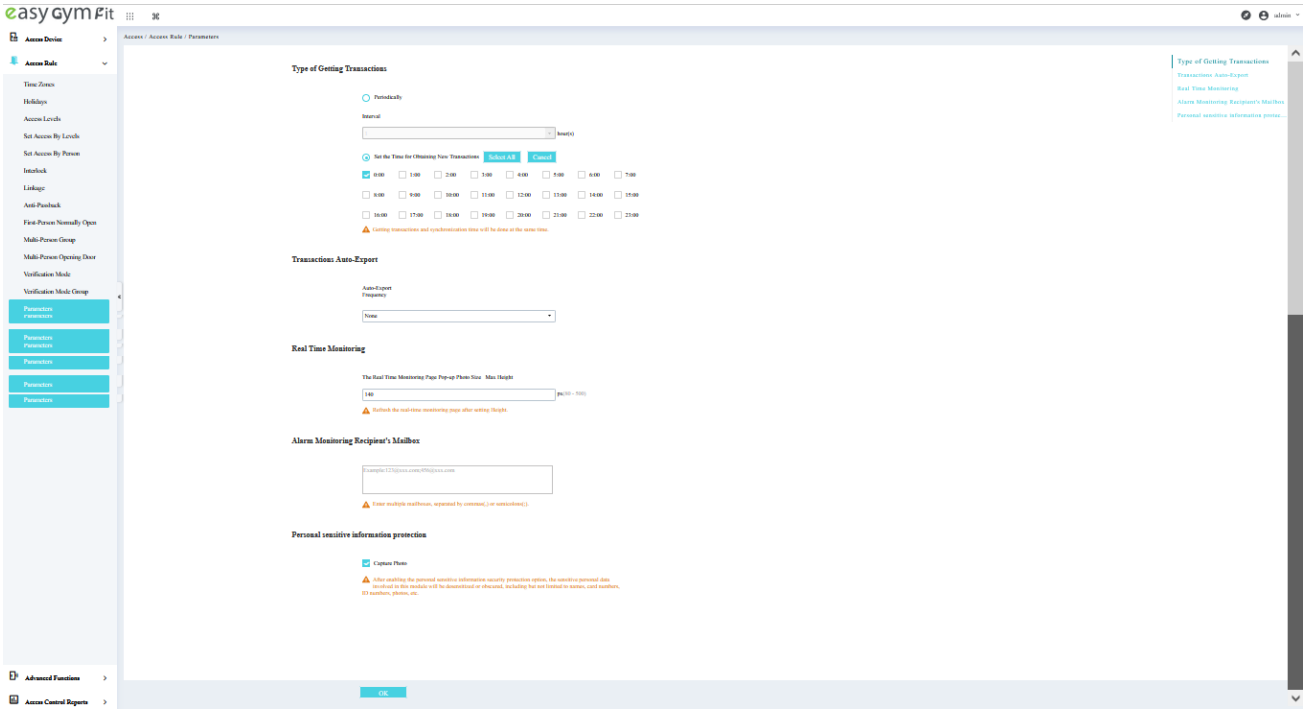

Type of Getting Transactions:

Periodically

Start from the setting and efficient time, the system attempts to download new transactions every time interval.

Set the Time for Obtaining New Transactions

The selected Time is up; the system will attempt to download new transactions automatically.

Transaction Auto-Export

The user can choose the export frequency and the data to be exported each time. If the export frequency is selected as **By day**, user must set the time to export the data. User must also select the mode of export. It can be daily transactions or all the system data (30000 data units can be sent at a time. We can customize the data that we need to export from custom report 1 and custom report 2.

If the export frequency is selected as **By Month**, user must select the day to export the data. It can be the first day of the month or user can specify any particular date. Then select the export frequency as Daily Data or all System data. Finally, add the recipient's mail address to send the transaction data.

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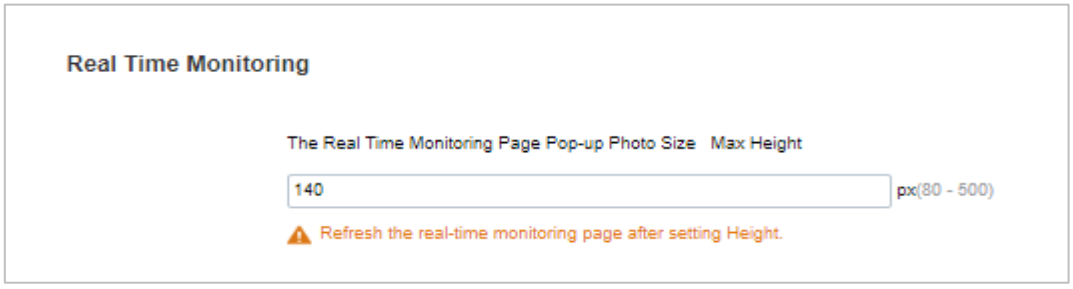
The Real Time Monitoring Page Pop-up Staff Photo Size

When an access control event occurs, the personnel photo will pop up. The size of pop photos shall be between 80 to 500 pixels.



Alarm Monitoring Recipient Mailbox

The system will send email to alarm monitoring recipient's mailbox if there is any event.

Alarm Monitoring Recipient Mobile Number

The system will send alarm monitoring recipients to mobile if there is any event.

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2.5 Advanced Function

Advanced access control is optional. user must obtain permission to activate the advanced access control.

In addition to the global linkage function, enable the background authentication function first.

The access control area must be defined when advanced functions such as global Anti-Passback are used.

2.5.1 Zone

Divide areas and define access control areas. The access control area is reserved for advanced access control but not for system management.

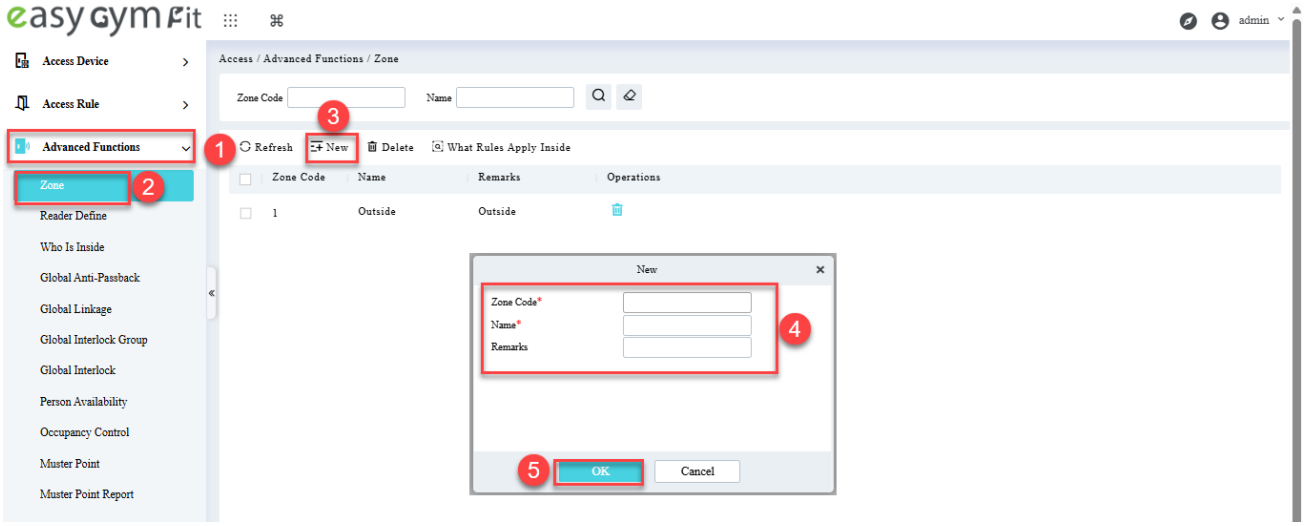
This section describes Step in Easy Gym Fit to add an access control area.

Add (New)

Operation Steps

Step 1: In the Access Control module, choose Advanced function > zone and click New.

Step 2: On the page that is displayed, set related parameters, and click **OK**.



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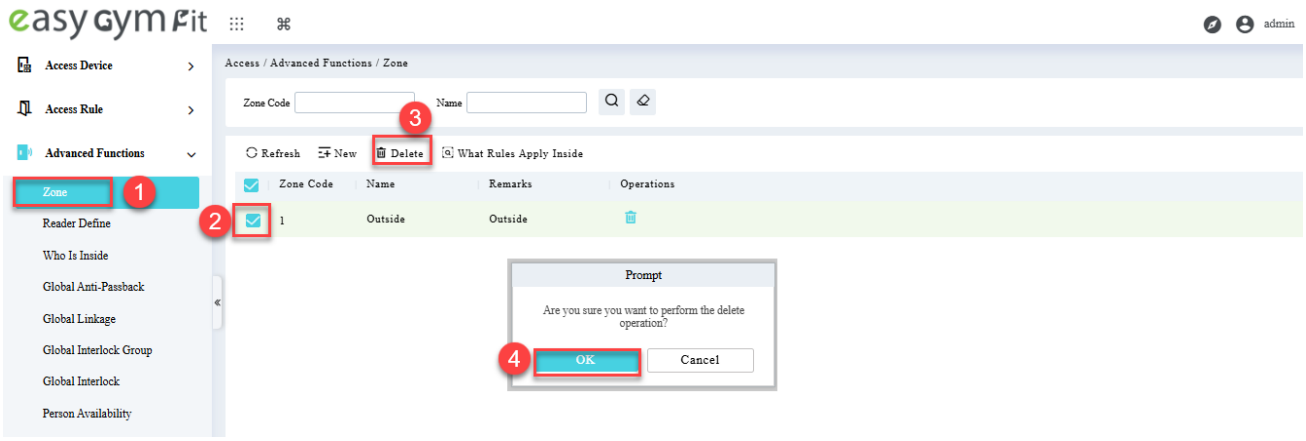
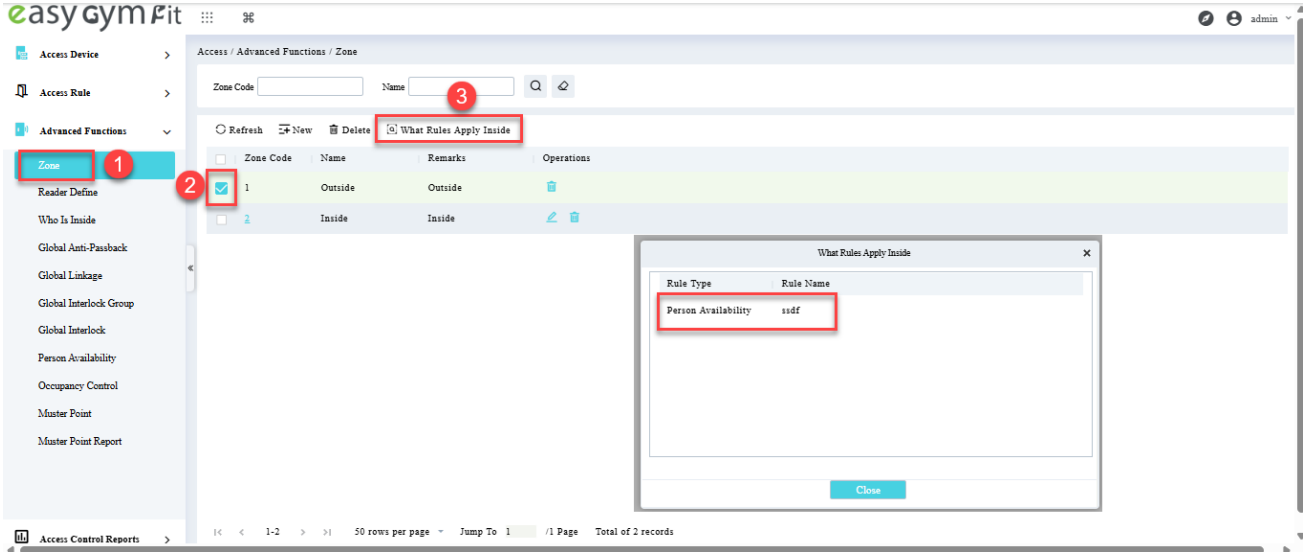
Delete

Click **Advanced function** > **Zone** > **Delete** after selecting the required section in the interface.



What Rules Apply Inside

Click **What rules inside** after selecting the required section in the interface we can check the rules are applied for the particular zone.



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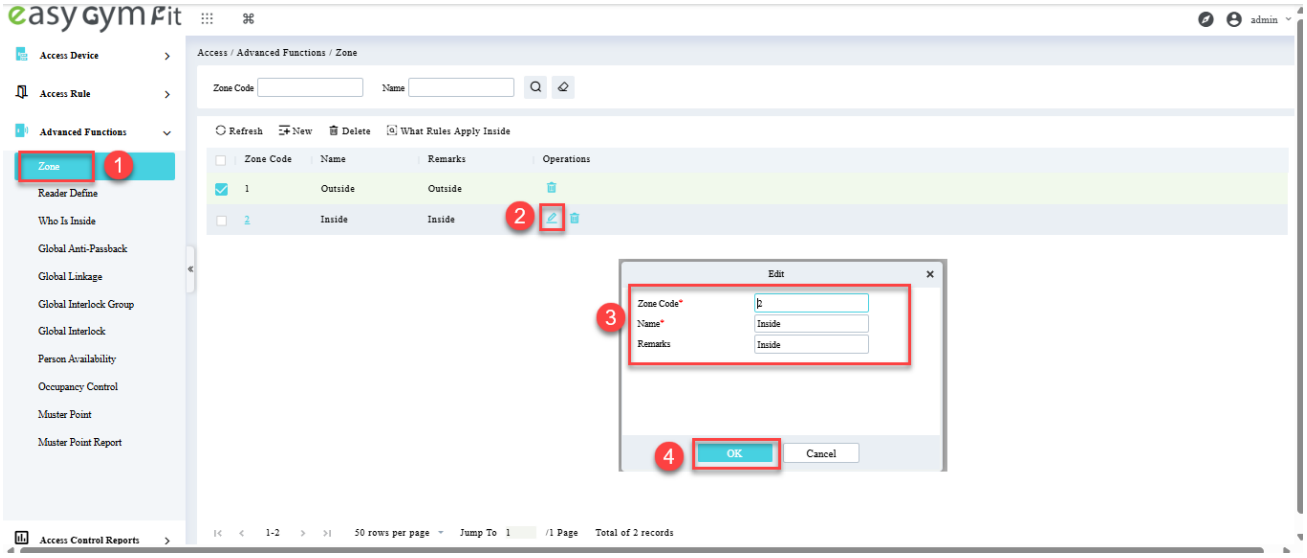
Edit

Click **Advanced function** > **Zone** > **Edit** icon enter the required details then click OK to update the details.



2.5.2 Reader Define

This function is configured based on the access control area. To use the global Anti-Passback function, user must define the read head.

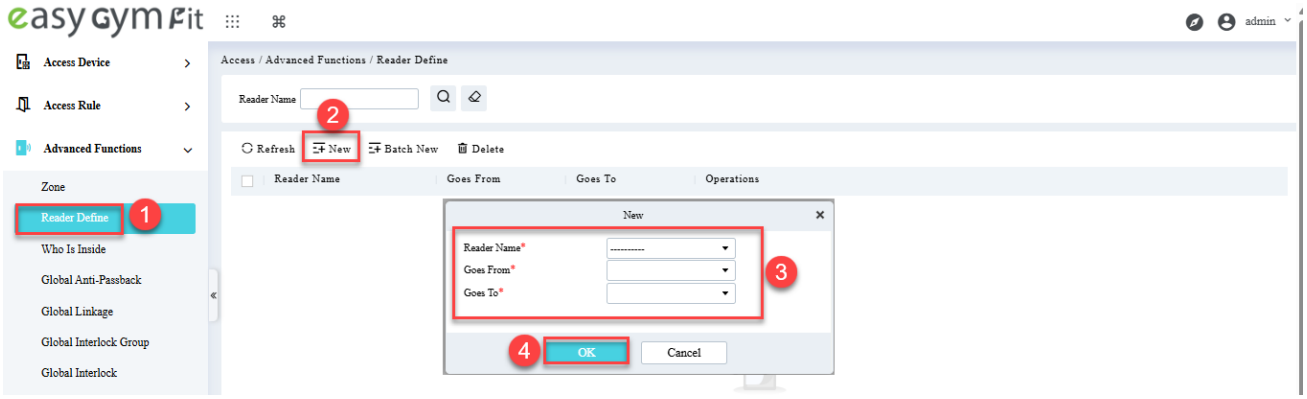
This section describes adding a Reader definition in Easy Gym Fit.

Add (New)

Operation Steps

Step 1: In the Access Control module, choose **Advanced function** > **Reader Define** and click **New.**

Step 2: On the page that is displayed, set related parameters and click **OK.**



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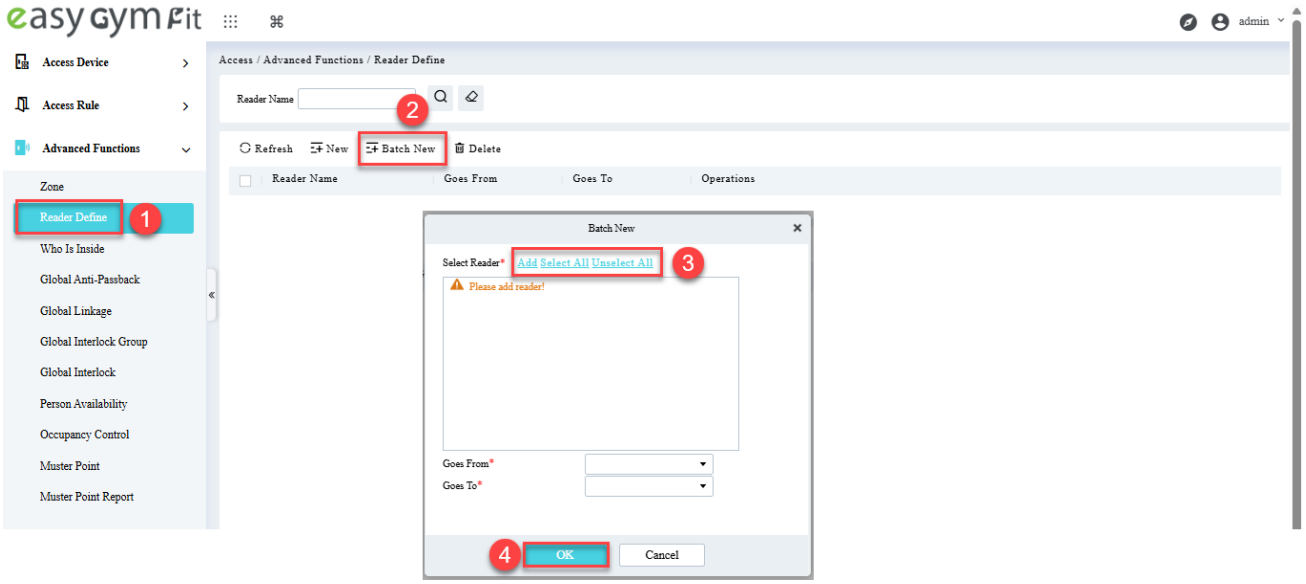
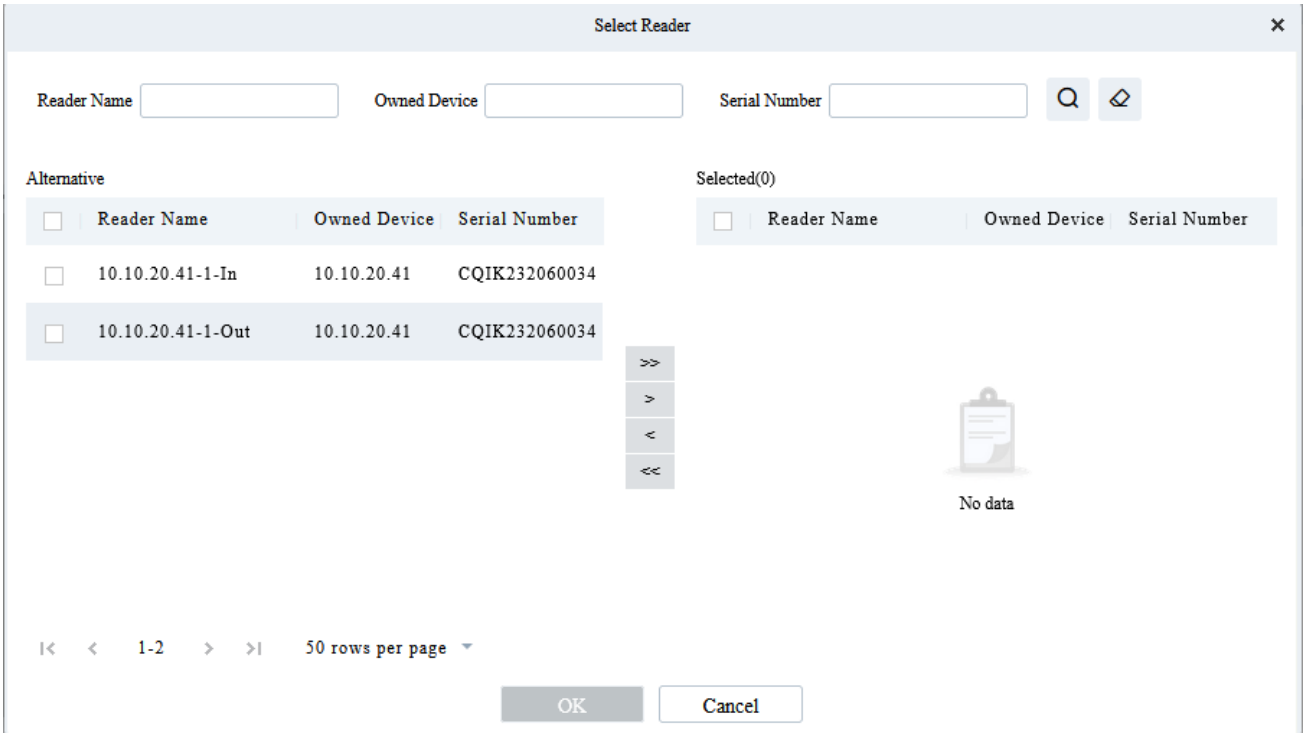
Batch New

Step 1: Click Advanced Functions > Reader Define > Batch New to enter the batch add interface:



Step 2: Click **Add**, select Reader(s) and move towards right and click **OK**.



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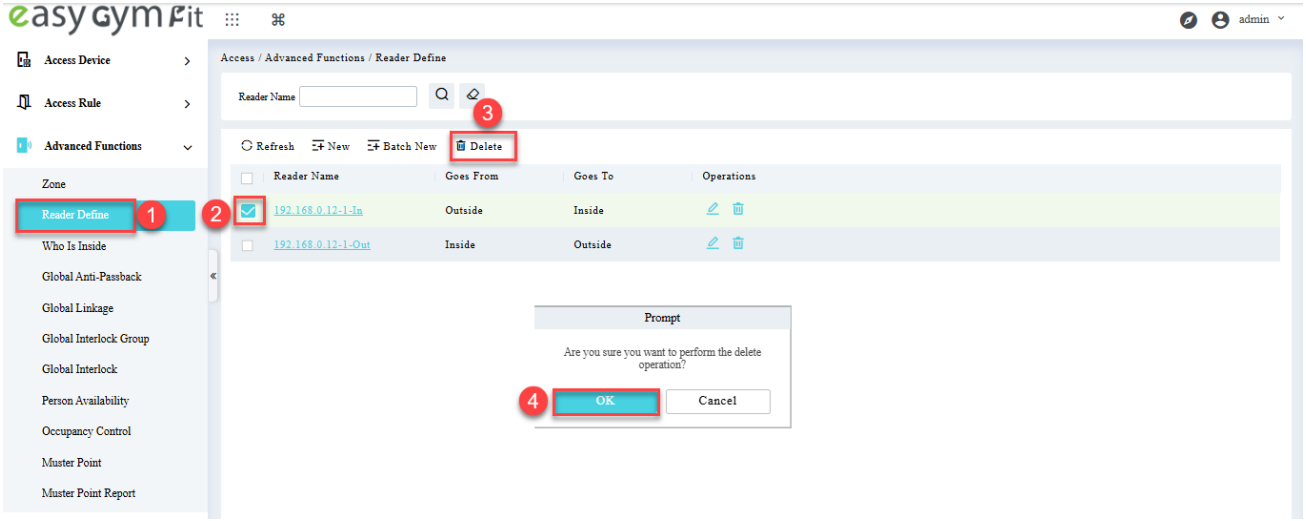
Delete

In the **Access** > **Advanced Functions** > **Reader Define**, click **Delete** button under Operations. Click **OK** to delete.



2.5.3 Who Is Inside?

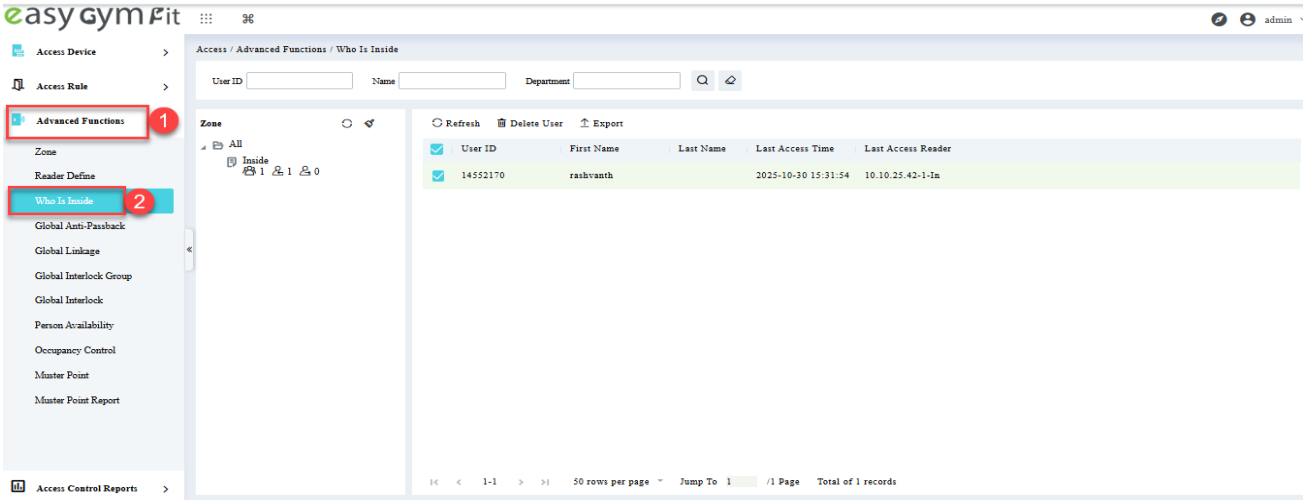
After entering the access control area, users can use this function to view the personnel in the access control area. User can choose the access control area tree to view the personnel in the corresponding access control area.

This section describes how to view the steps of people in a region in Easy Gym Fit.

Operation Steps

Step 1: In the Access module, choose Advanced Function > View Personnel in the Area.

Step 2: On the page for viewing personnel in a region, user can select the area on the left to view and delete personnel in the area, as shown in figure below.



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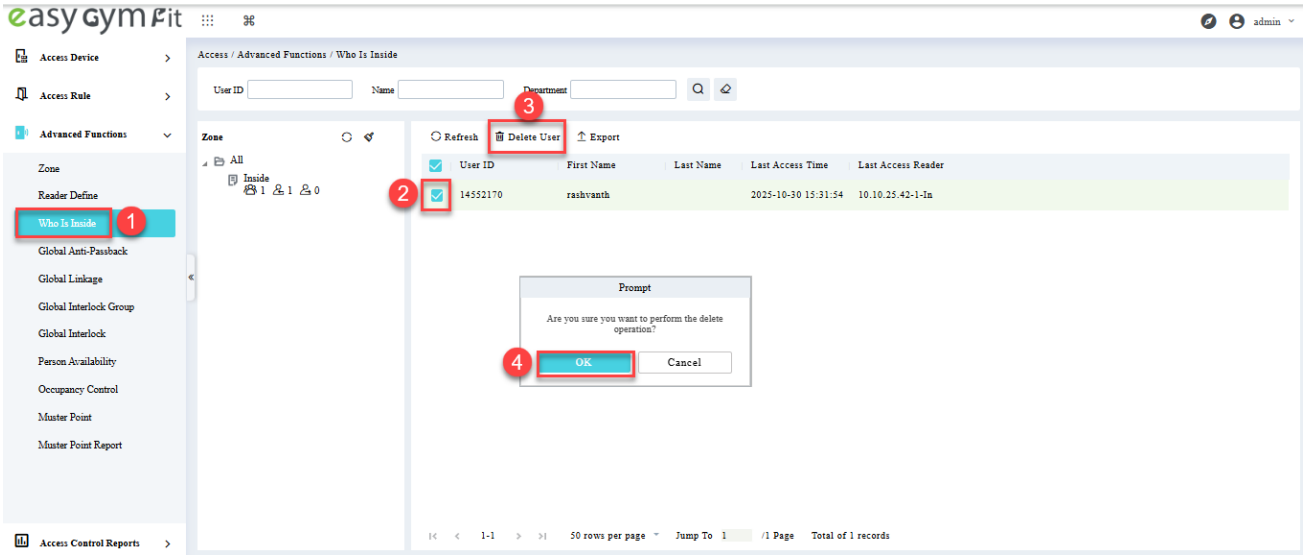
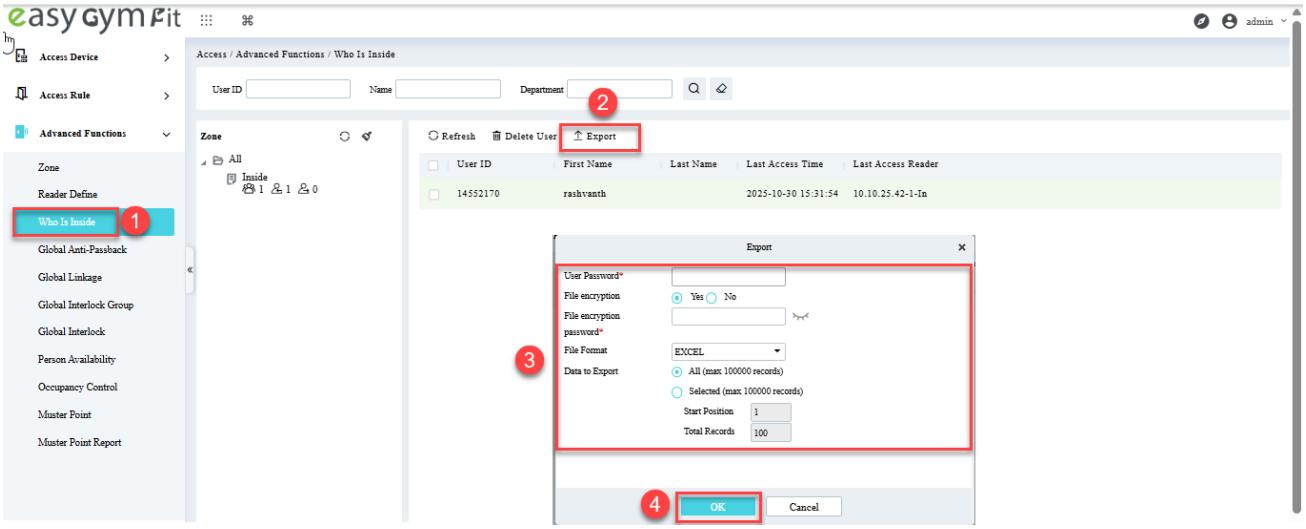
Delete Personnel

Select personnel ID, click **Delete**, and click **OK** to delete the level name.



Export

Device information can be exported in EXCEL, PDF, and CSV file format.



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Device

Device Name	Serial Number	Area Name	Communication Type	Network Connection Mode	IP Address	RS485 Parameter	Enable	Device Model	Register device	Firmware Version
192.168.218.60	20100501999	Area Name	HTTP	Wired	192.168.218.60		Enable	C3-400Pro		AC Ver 4.7.7.3033 Jun 16 2017

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2.5.4 Global Anti-Passback

Global Anti-Passback Settings can be carried out across devices, and only push devices support global Anti-Passback functions. This function supports logical Anti-Passback, timed Anti-Passback and timed logical Anti-Passback, and can be configured for specific personnel.

This section describes the Step configuration of global Anti-Passback in Esay Gym Fit.

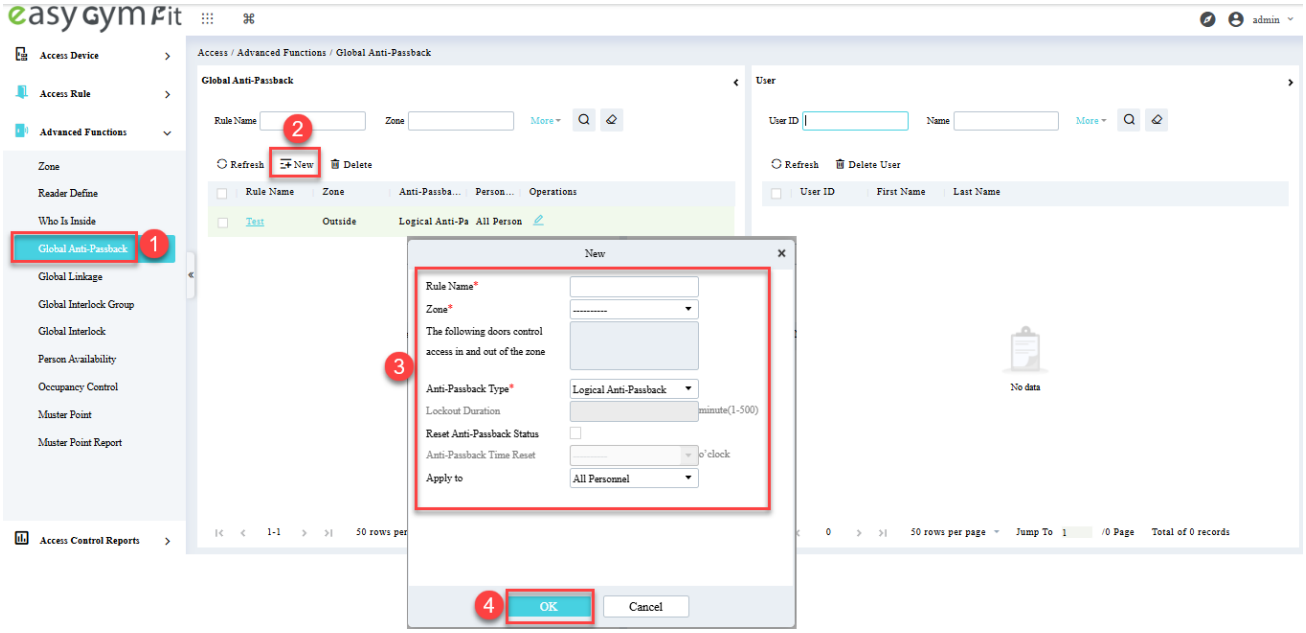
The Premise Condition:

1. Background authentication has been enabled on the device.
2. Set the access control area and read head definition.

Add (New)

Operation Steps

Step 1: In the Access Control module, choose **Advanced Access Control** > **Global Anti-Passback** and Click **New.**



Step 2: On the page for adding global Anti-Passback Settings, set related parameters and click **OK**, as shown in figure below and parameter description, see the table below.

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Parameter	Description
Rule Name	The value can contain a maximum of 30 characters.
Zone	Select an option from the access control area drop-down list box.
The Door List Controls Access to The Access Control Area	The corresponding door information is displayed. The same gate shall not be used to control two independent Anti-Passback boundaries.
Anti-Passback Type	It contains three types of Anti-Passback: logic Anti-Passback, timing Anti-Passback and timing logic Anti-Passback. instructions Logical Anti-Passback: strictly follow the "one in, one out" rule in the Anti-Passback area, otherwise the verification will not open Timed Anti-Passback: A user can enter the Anti-Passback area only once within a specified period of time. After the specified period expires, the user's status will be cleared, and the user can enter the Anti-Passback area again Timed logical Anti-Passback: the user can open the door normally only after following the exit and entry rules of logical Anti-Passback. Timing logic antisubmarine is only used in abnormal situations. For example: if the logical Anti-Passback time is set and the personnel follows others out, the personnel cannot swipe the card machine within the set locking time. The Anti-Passback state will be reset after the set locking time, and the traffic can continue.
The Locking Time	User can set the locking period only when user select timing Anti-Passback or logic Anti-Passback type.
Reset Anti-Passback Status	Clear the Anti-Passback status of personnel in the system and restore the initialization status.
Reset Anti-Passback Time	The reset time can be selected only when reset global Anti-Passback status is selected. When it is time to reset Anti-Passback, the system will automatically clear the Anti-Passback status of all personnel in the access control area.
Applied	All personnel, selected personnel, except selected personnel three types: instructions All personnel: This type can only be edited. Personnel selection is not supported Selected Personnel: If user selects this type, user can add personnel. This Anti-Passback type takes effect only for these personnel. Personnel other than selected: Select this type, add personnel, this Anti-Passback type will only take effect for personnel other than selected.

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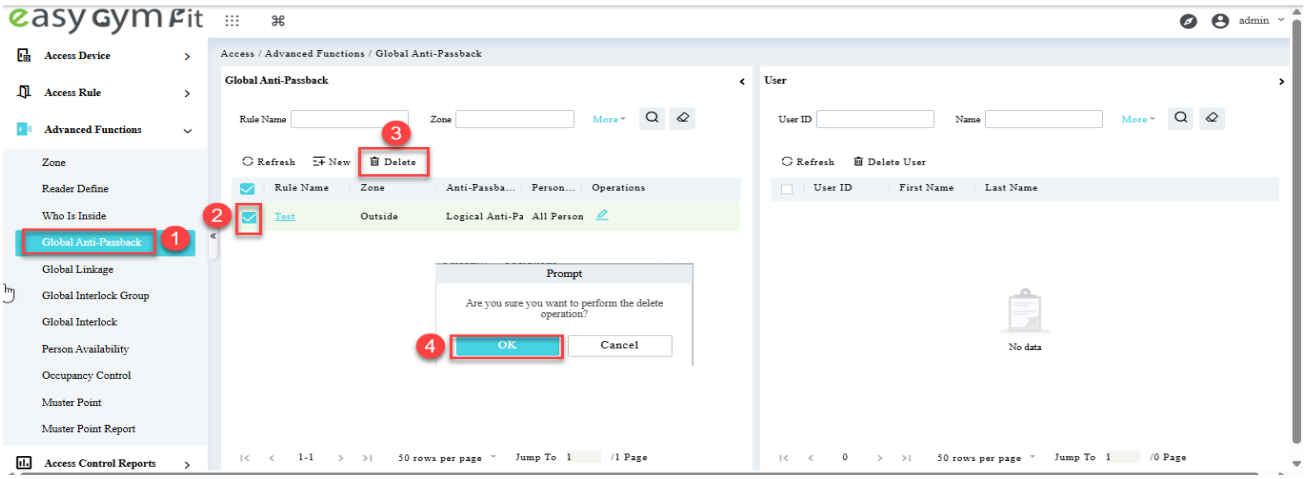
Delete

In the **Access** > **Advanced Functions** > **Global Anti-Passback**, click **Delete** button under Operations. Click **OK** to delete.



2.5.5 Global Linkage

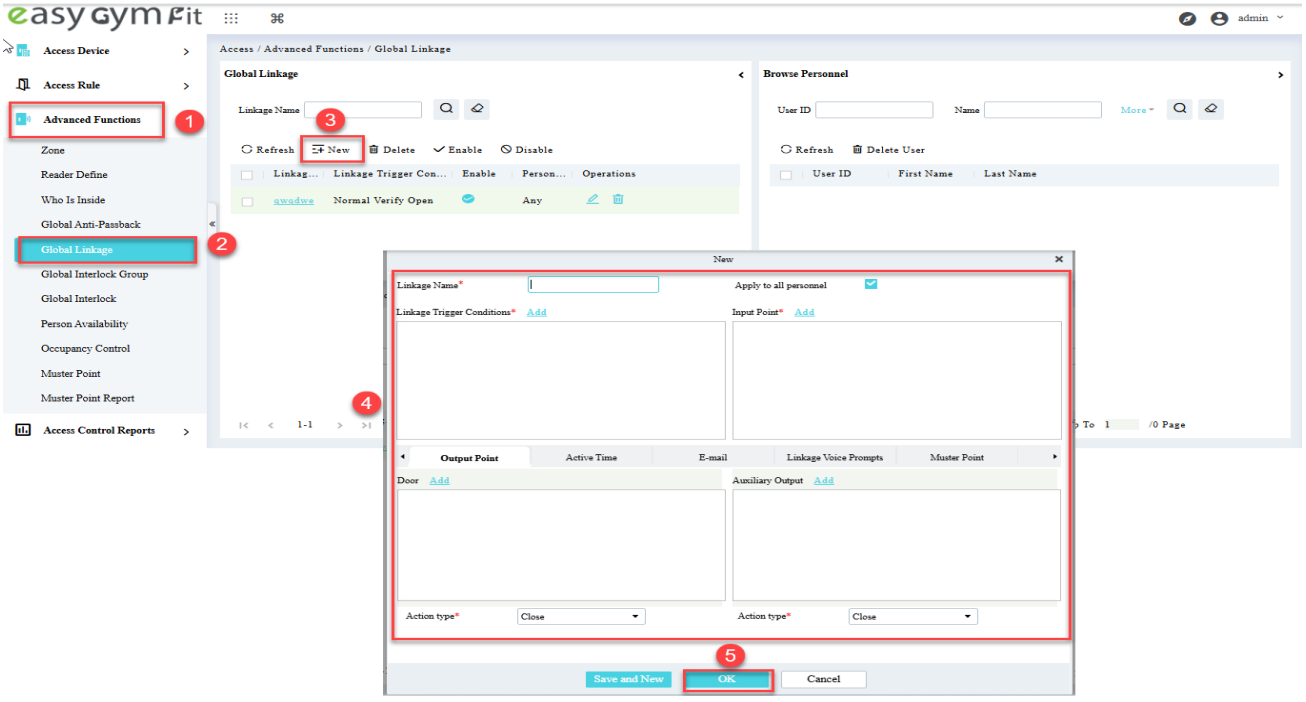
The global linkage function can be set across devices. Only push devices support the global linkage function

This section describes how to configure Steps for global linkage in Esay Gym Fit.

Add (New)

Operation Steps

Step 1: In the Access Control module, choose **Advanced Function** > **Global Linkage** and click **New.**



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Step 2: On the page for adding global linkage, set related parameters and click **OK**, as shown in the figure below. Describes the parameter in the table below to complete global linkage Settings.

Parameter	Description
Linkage Name	User can customize the linkage name for easy query.
It Works for Everyone	After this parameter is selected, the linkage Settings have effect on all personnel.
Linkage Trigger Condition	Select the condition triggered by the linkage Operation, that is, the event type generated by the selected device.
Input Point	Select the input point to set device input.
Door	
Auxiliary Output	

Apply to all personnel: If this option is selected, this linkage setting is effective for all personnel.

Active Time: Set the active time of the linkage setting.

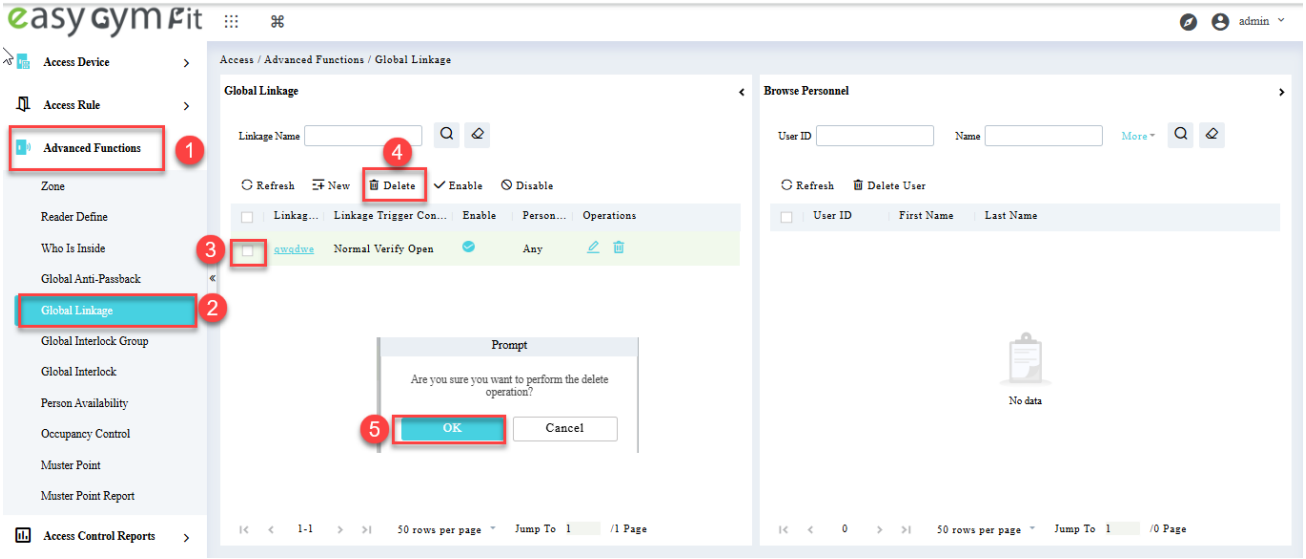
Step 3: Choose Global Linkage trigger conditions, the input point (System will filter devices according to the choice in first step) and the output point, Set up linkage action. For more details about these parameters, please refer to Linkage Setting.

✍**Note:** User can select multiple Door Events, but "Fail to connect server," "Recover connection" and "Device connection off" will be filtered automatically from Door Event.

Step 4: Click **OK** to save and quit. The added Global Linkage will display in the list.

Delete

In the **Access** > **Advanced Functions** > **Global Linkage**, click **Delete** button under Operations. Click **OK** to delete.



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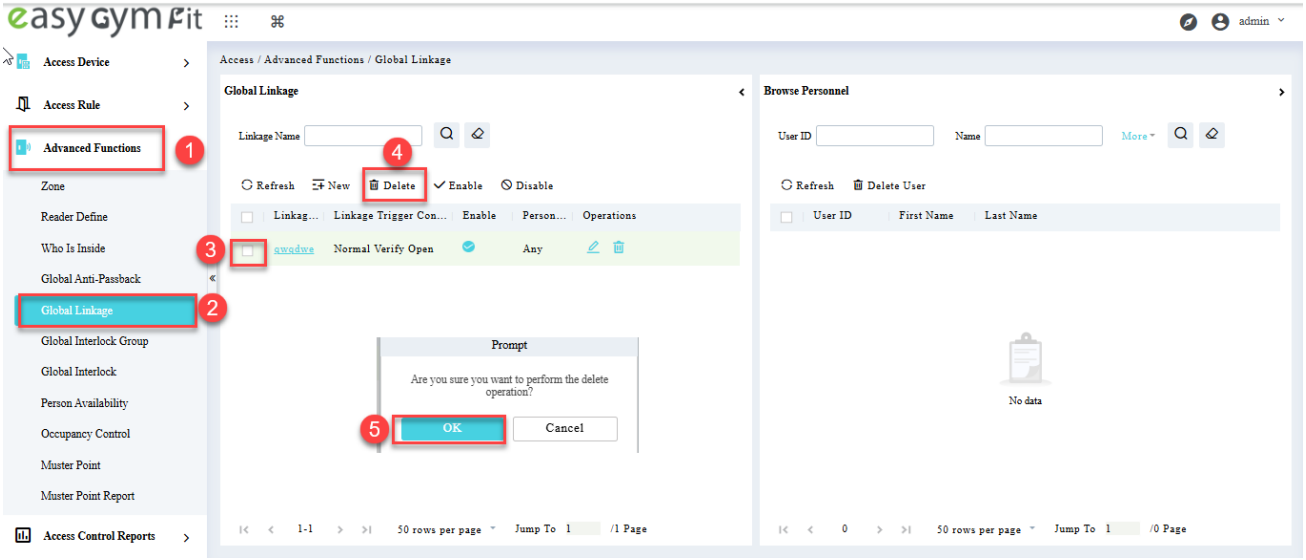
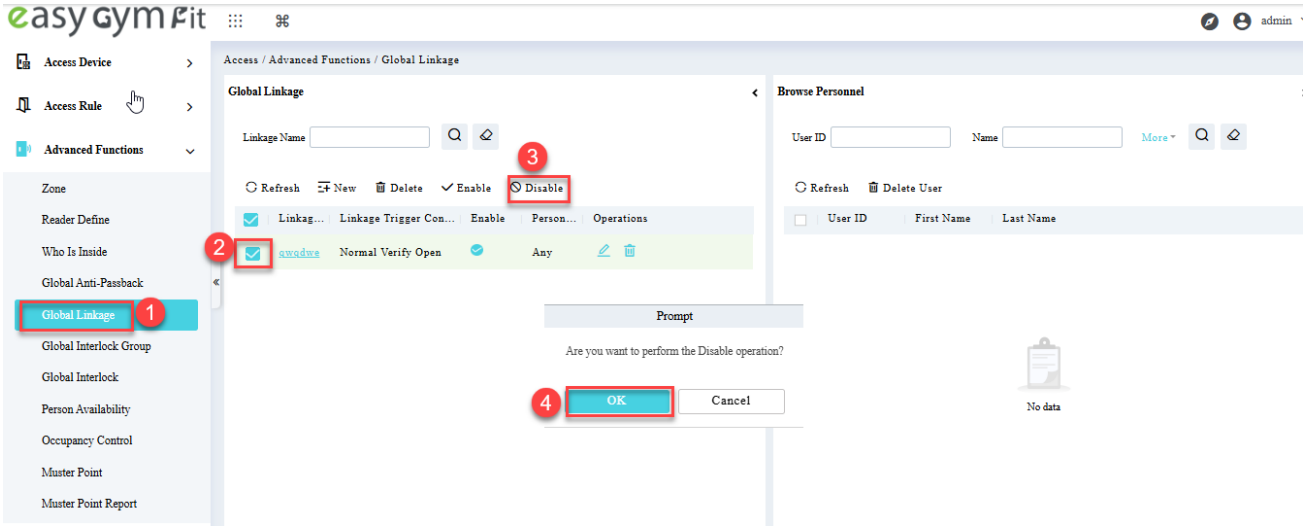
Enable

After the device is enabled, the upload and download of data are enabled normally. (When the device is enabled, users can choose whether it is a registration device or not).



Disable

After the device is disabled, the device is not allowed to upload and send data.



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2.5.6 The Global Interlock Group

Global interlocking the global interlocking function can be set across devices. Only push devices support global interlocking. By setting the global interlock group to group doors, user can set global interlock.

This section describes the Step configuration of global interlock in Esay Gym Fit.

The Premise Condition:

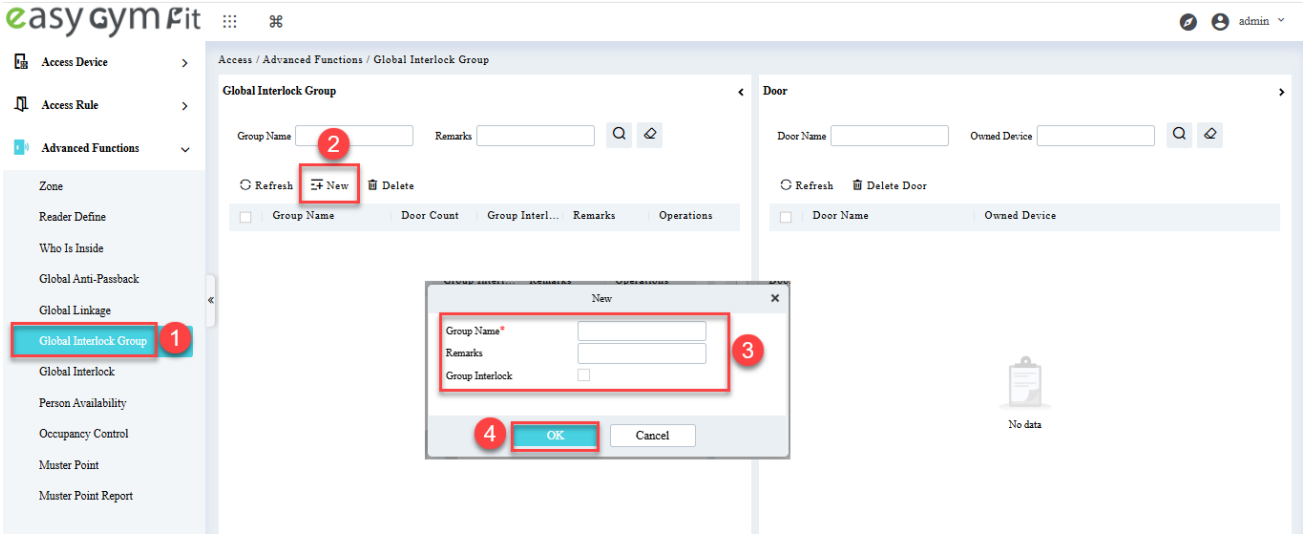
Background authentication has been enabled on the device.

Add (New)

Operation Steps

Step 1: In the Access Control module, choose **Advanced Access Control** > **Global Interlock Group** and Click **New.**

Step 2: On the page for adding a global interlock group, set related parameters and Click **OK**, as shown in the figure below.



Parameter	Description
Group Name	Any combination of up to 30 characters that cannot be identical to an existing group name
Group Interlock	Select the configured interlock rule.

Step 3: On the global interlock group page, tap Add Door next to the configured group name on the left, as shown in the figure below.

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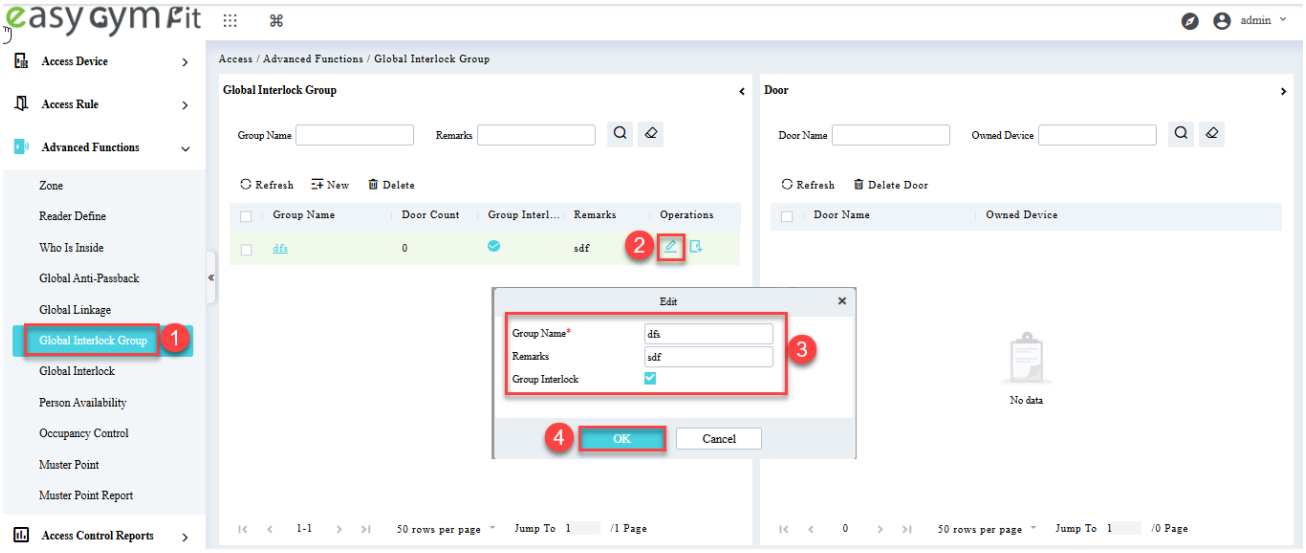
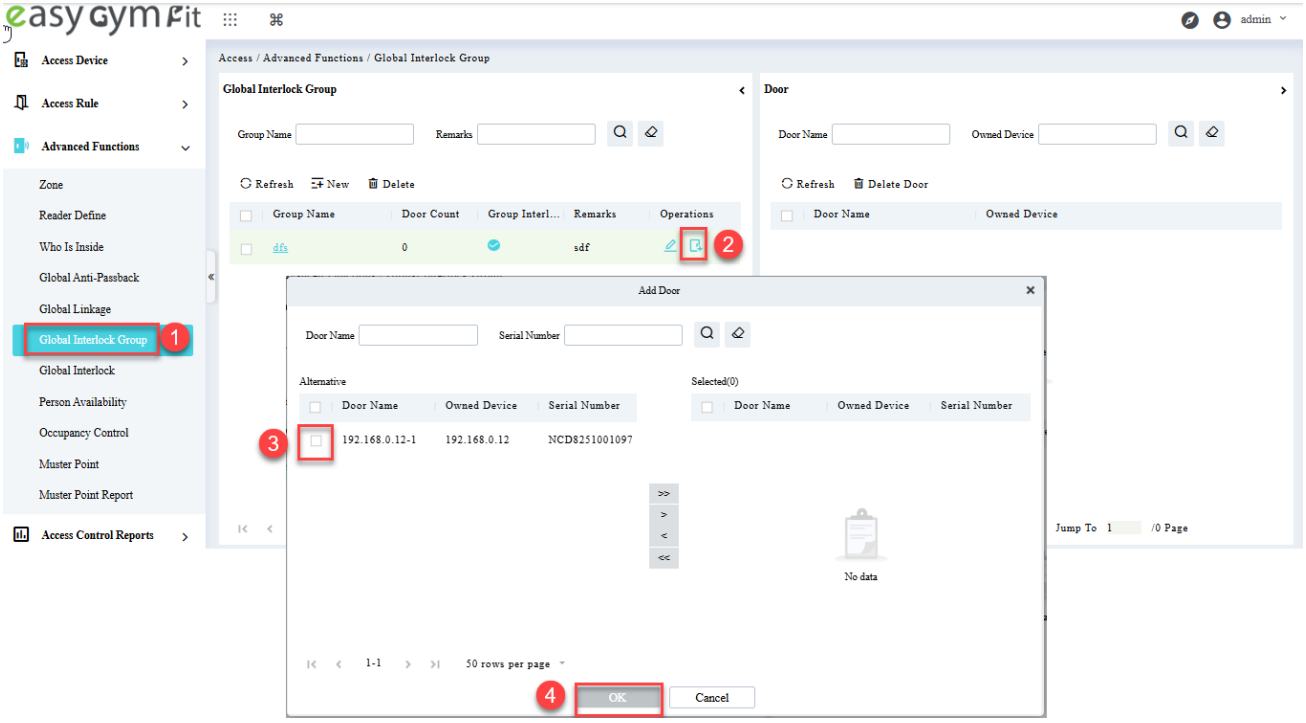
Edit

In **Access** > **Advanced Functions** > **Global Interlock Group,** click on **Edit** icon and edit the required details then click **OK.**



Add Door

In **Access** > **Advanced Functions** > **Global Interlock Group** click on **Add Door** icon and select the required door to add then click **OK.**



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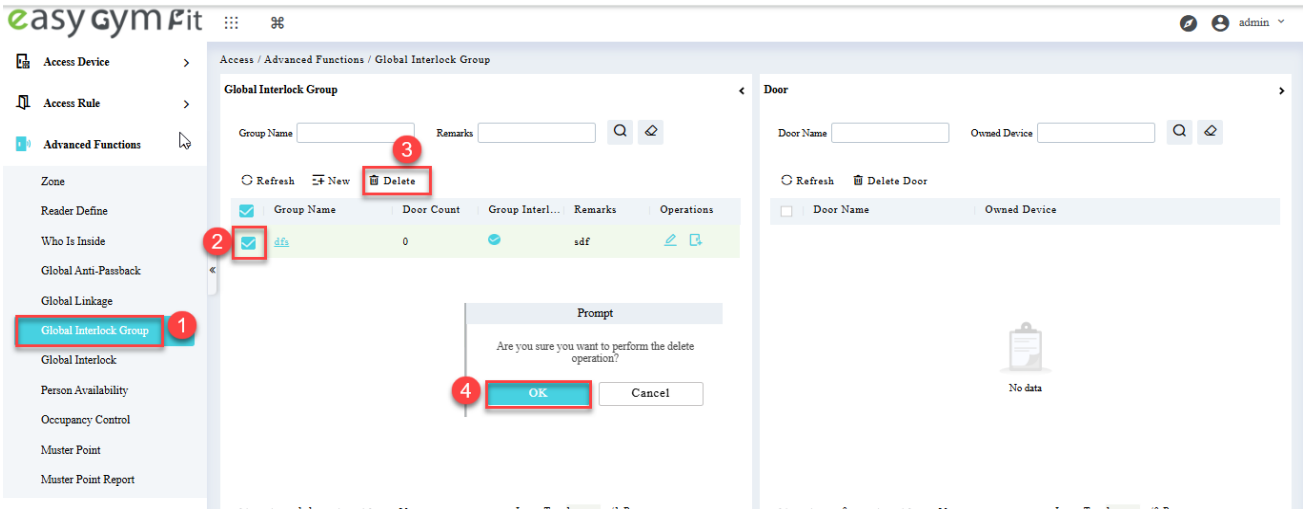
Delete

In the **Access** > **Advanced Functions** > **Global Interlock Group**, click **Delete** button under Operations. Click **OK** to delete.

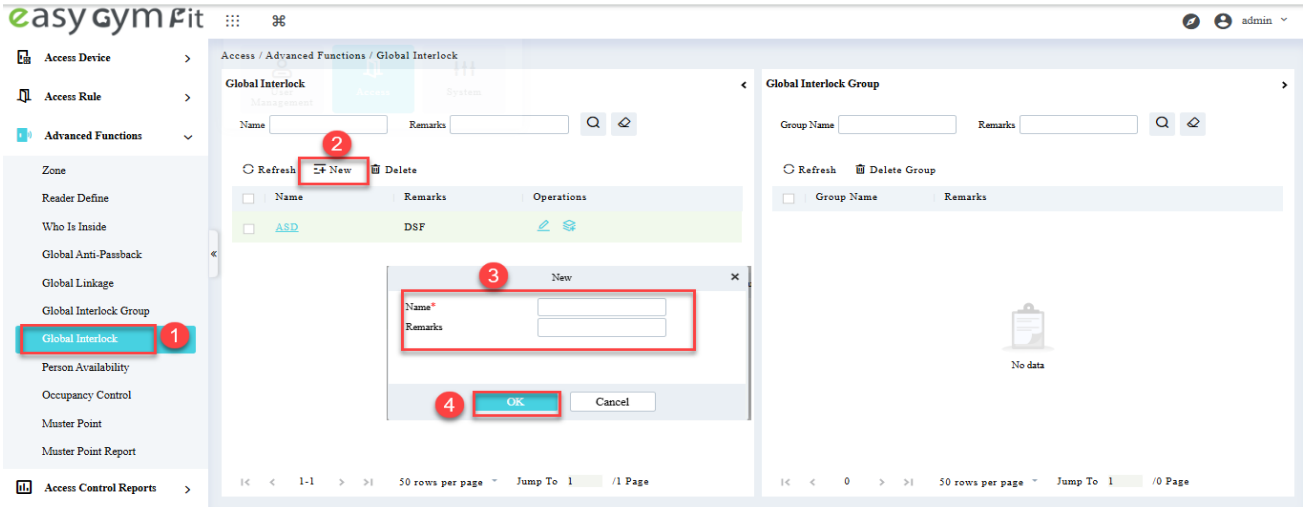


2.5.7 The Global Interlock

Add (New)

Step 1: In the Access Control module, choose **Advanced Access Control** > **Global Interlock** and click New.

Step 2: On the page for adding global interlock, set related parameters and Click **OK**.



Parameter	Description
Name	Any combination of up to 30 characters that cannot be identical to an existing name
Remark	Select the configured interlock rule.

Step 3: On the global interlock screen, click **Add** Group next to the configured global interlock on the left, as shown in figure below.

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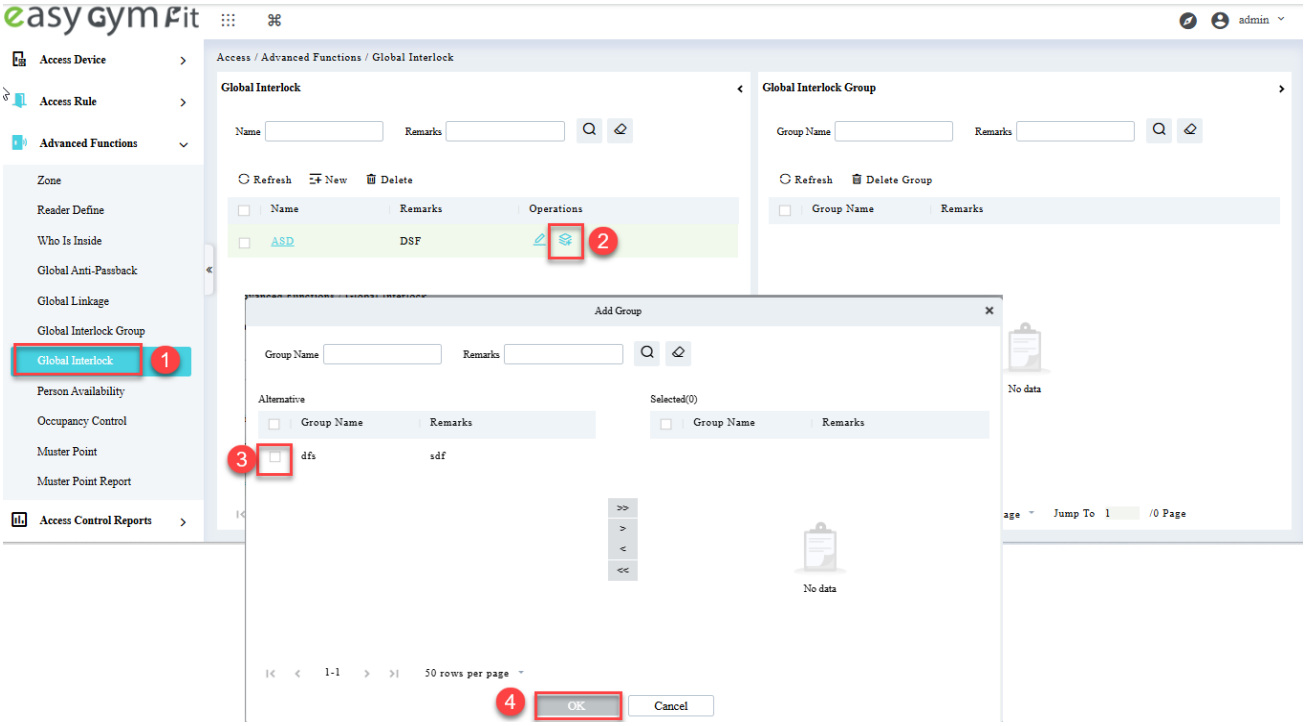
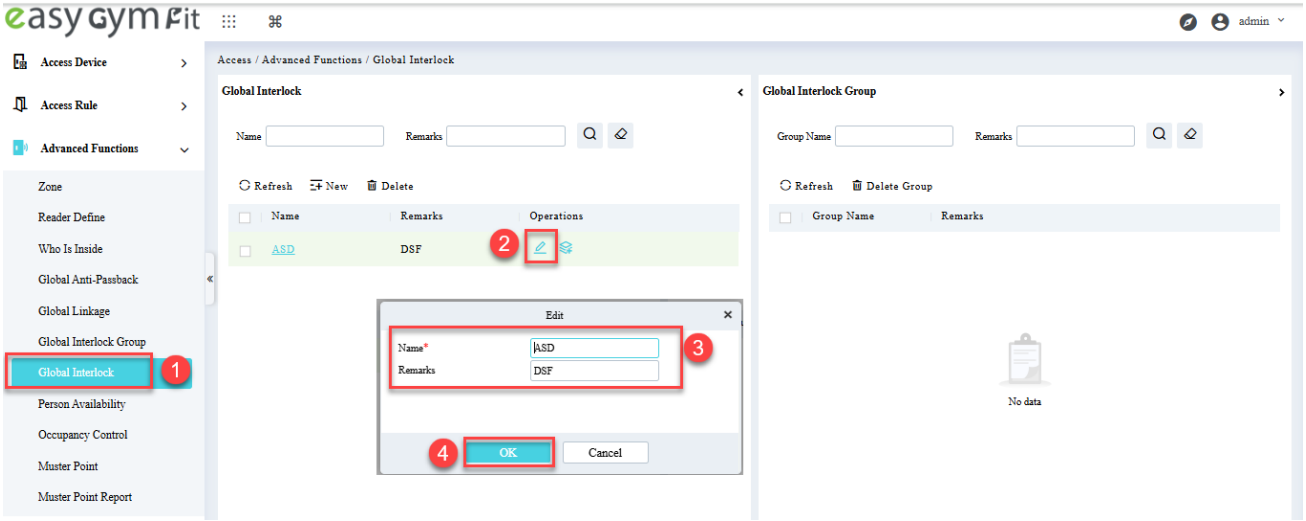


Edit

In the **Access** > **Advanced Functions** > **Global Interlock** click on **Edit** icon, and edit the required details then click **OK**



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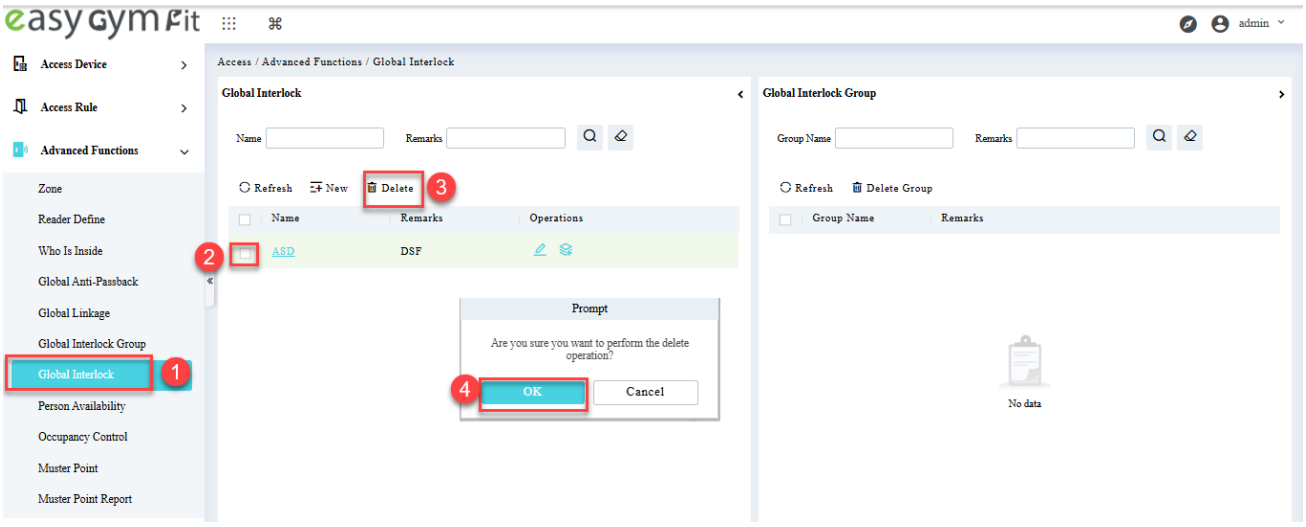
Delete

Click on **Access** > **Advanced Functions** > **Global Interlock**, click **Delete** button and then click **OK** to delete.



2.5.8 Personnel Availability

It is used to restrict the expiration date, the number of days after the first use, and the number of times the user passes the specified advanced access control area.

The Premise Condition:

1. Background authentication has been enabled on the device.
2. Set the access control area and read head definition.

Add (New)

Operation Steps

Step 1: In the Access Control module, choose **Advanced Access Control** > **Personnel Availability** then click **New.**

Step 2: On the **Access Control Area Properties** page, set related parameters and click **OK.**

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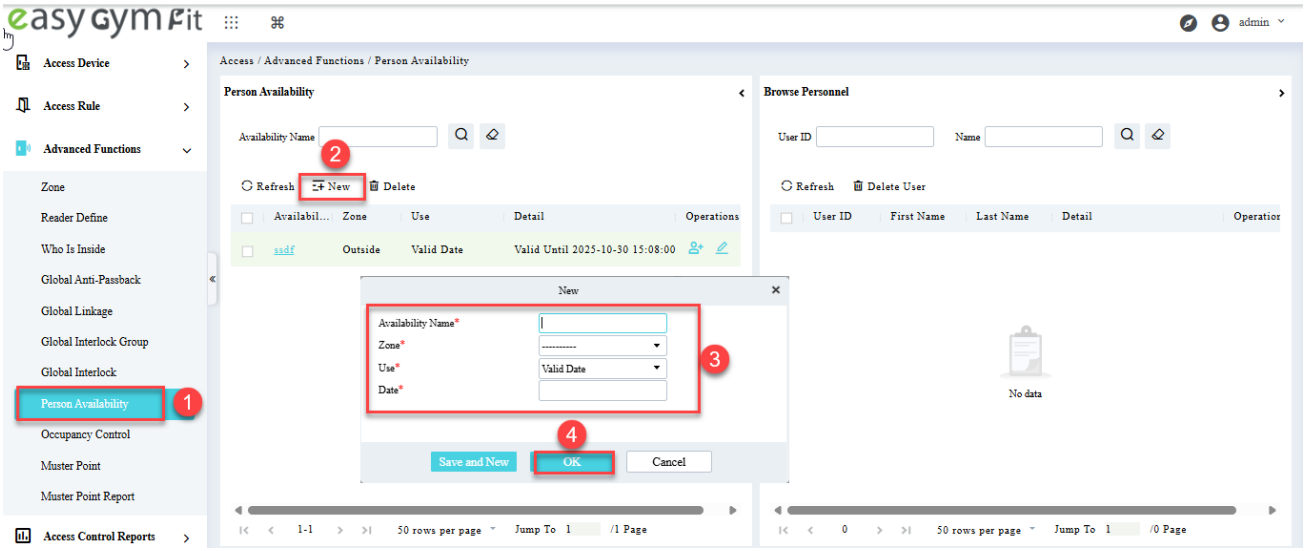
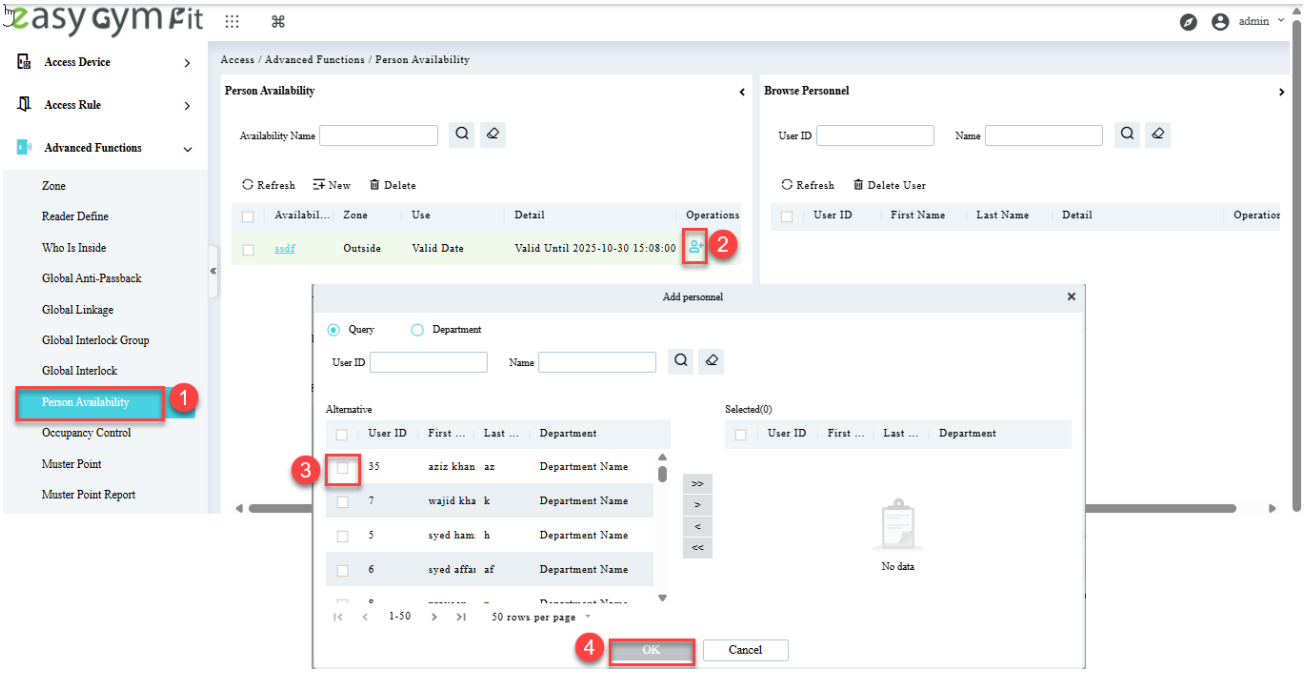


Step 3: In the properties of the **access control area** that has been set, click **Add** Personnel on the left to add the corresponding personnel, and click **OK**.



Step 4: On the personnel validity screen, tap **Add**, set related parameters, and click **OK**.

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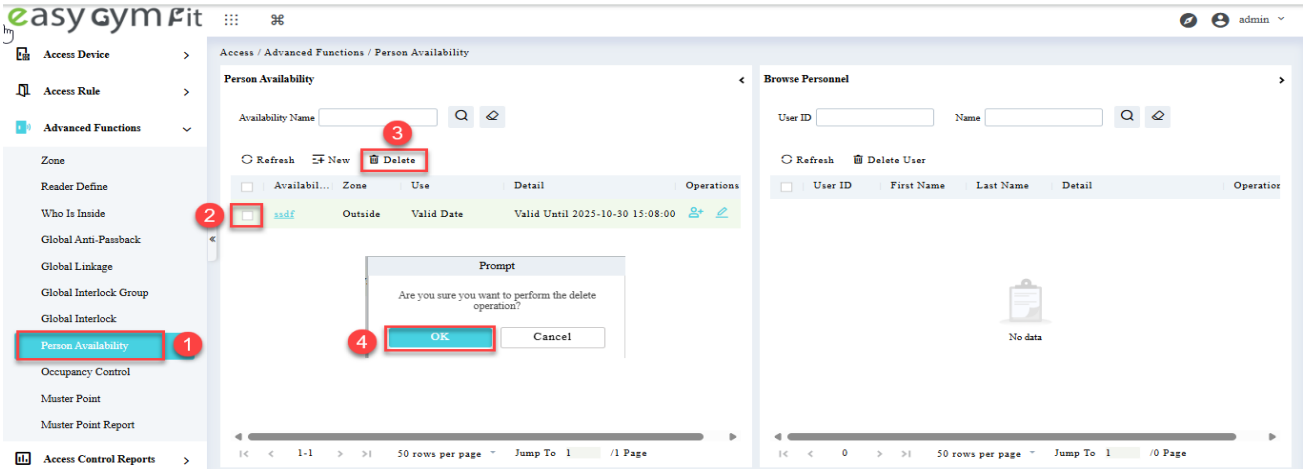
Delete

In the **Access** > **Advanced Functions** > **Personnel Availability**, click **Delete** button and then click **OK** to delete.



2.5.9 Occupancy Control

Control the maximum/minimum capacity of the area in the Advanced Access Control.

This section describes the step configuration for population control in Easy Gym Fit.

The Premise Condition

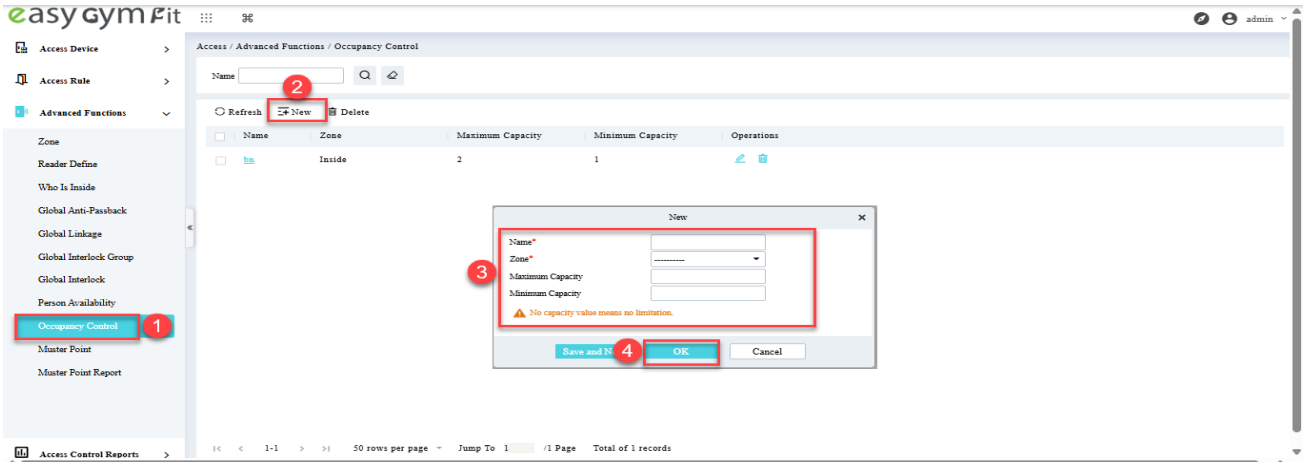
1. Background authentication has been enabled on the device.
2. Set the access control area and read head definition.

Add (New)

Operation Steps

Step 1: In the Access module, choose **Advanced Function** > **Occupancy** and click **New.**

Step 2: On the Add Person control screen, set related parameters and click **OK.**



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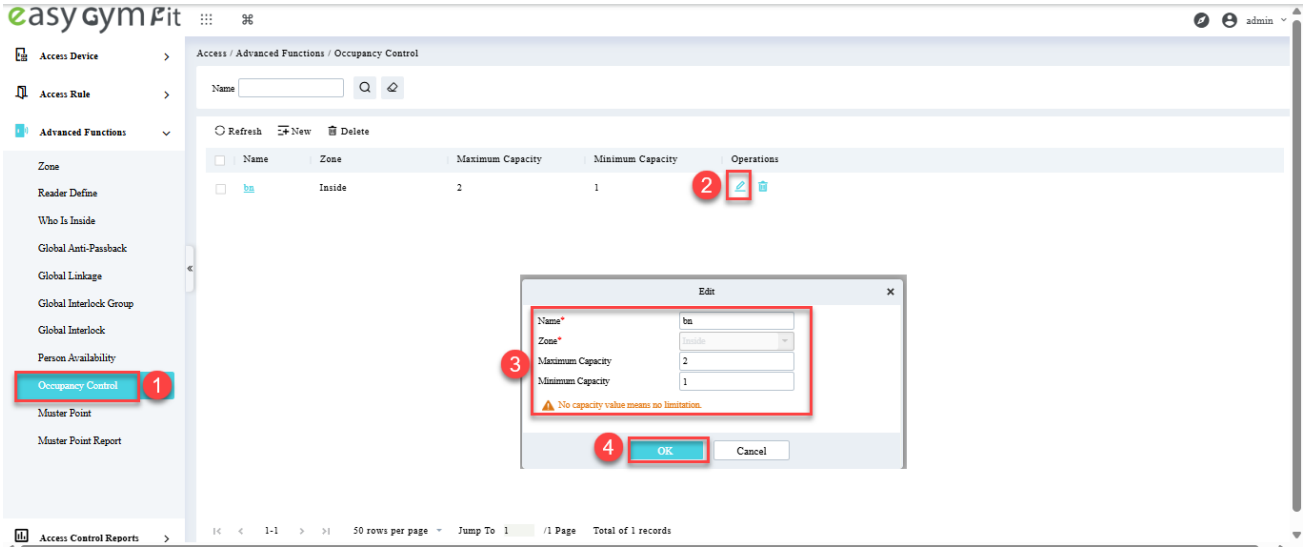
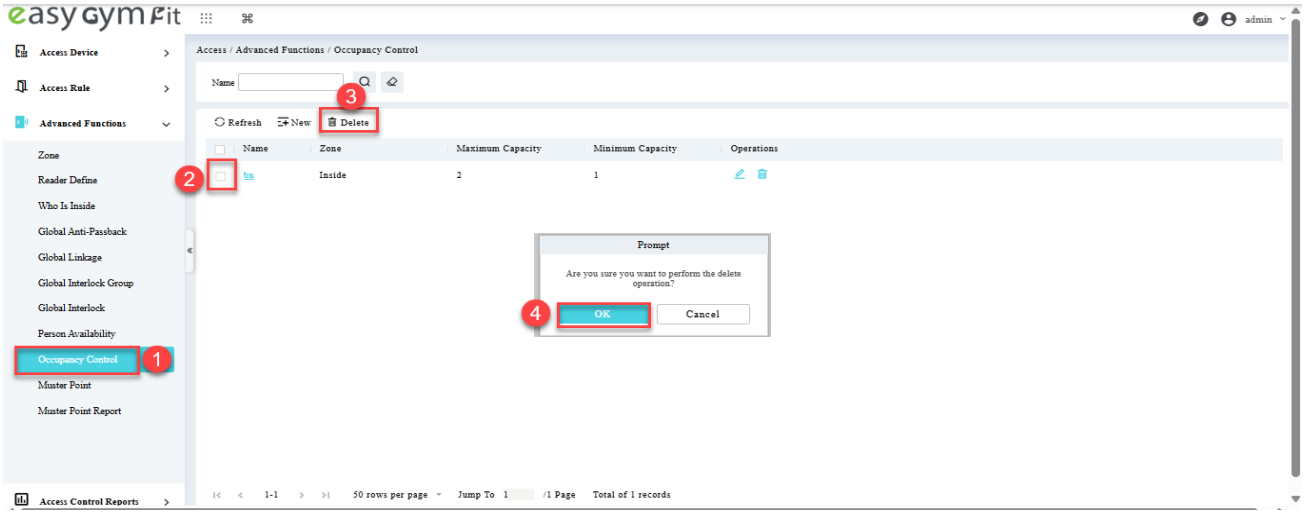
Edit

Click on **Access** > **Advanced Functions** > **Occupancy Control**, click Edit icon and then click **OK** to edit the updated details.



Delete

Click on **Access** > **Advanced Functions** > **Occupancy Control,** click **Delete** button and then click **OK** to delete.



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2.5.10 Muster Point

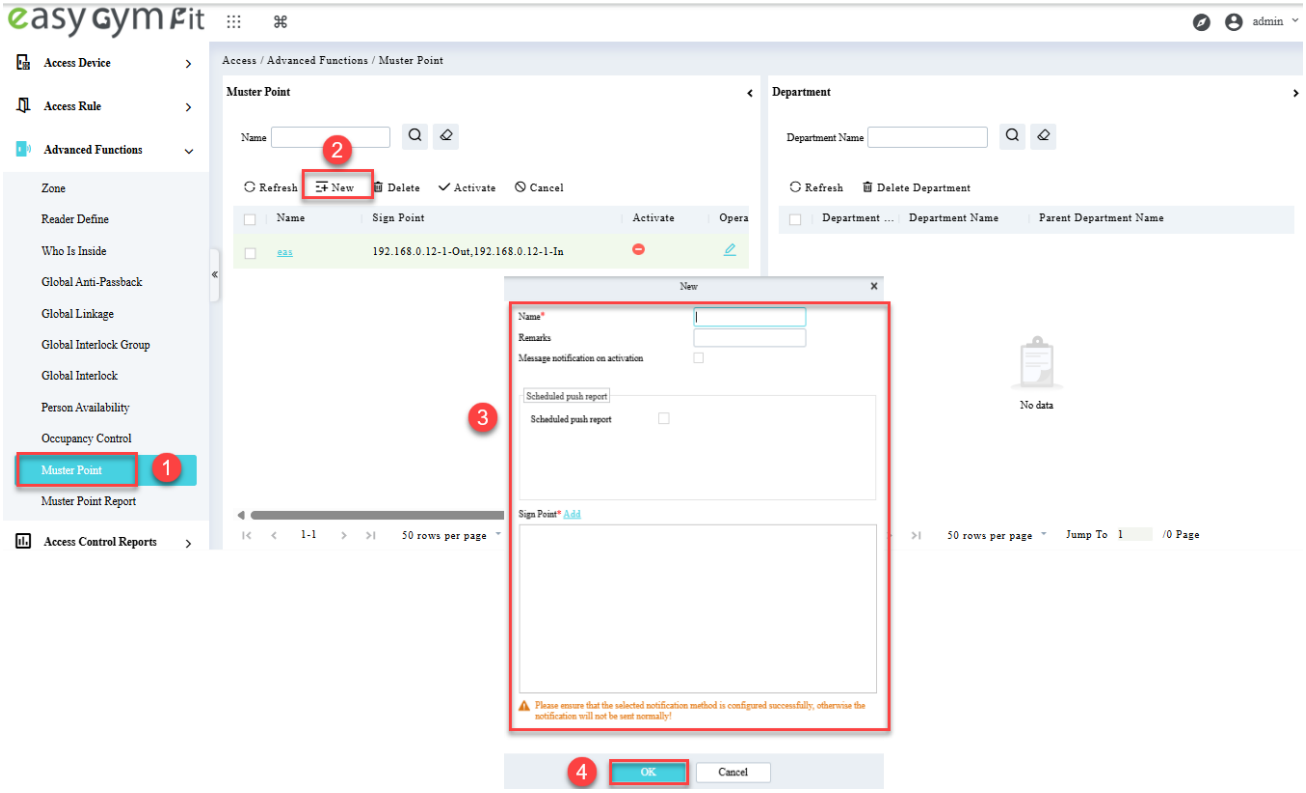
Designate the access control device of a certain place as the Muster Point. When an emergency event (such as a fire alarm) occurs, the link triggers the activation of the Muster Point to open the door, and the AC Device is used to count the escape of personnel and quickly identify the escaped personnel and dangerous personnel.

Add (New)

Select the access control devices as the equipment of Muster Point and assign the corresponding department. Note: The equipment selected is equipped with safe house conditions to facilitate the evacuation of personnel in the department.

Operation Steps

Step 1: Set the device as Muster Point, click on Access > Advanced Functions > Muster Point > New.



Parameter	Descriptions
Name	Name of Muster Point
Remarks	Description of Muster Point
Message Notification on Activation	When enabled, the system will automatically send a muster notification to personnel when Muster Point is activated.
Notification Type	When enabled message notifications, user can choose the sending method, there are 3 methods: Email, SMS, and WhatsApp.

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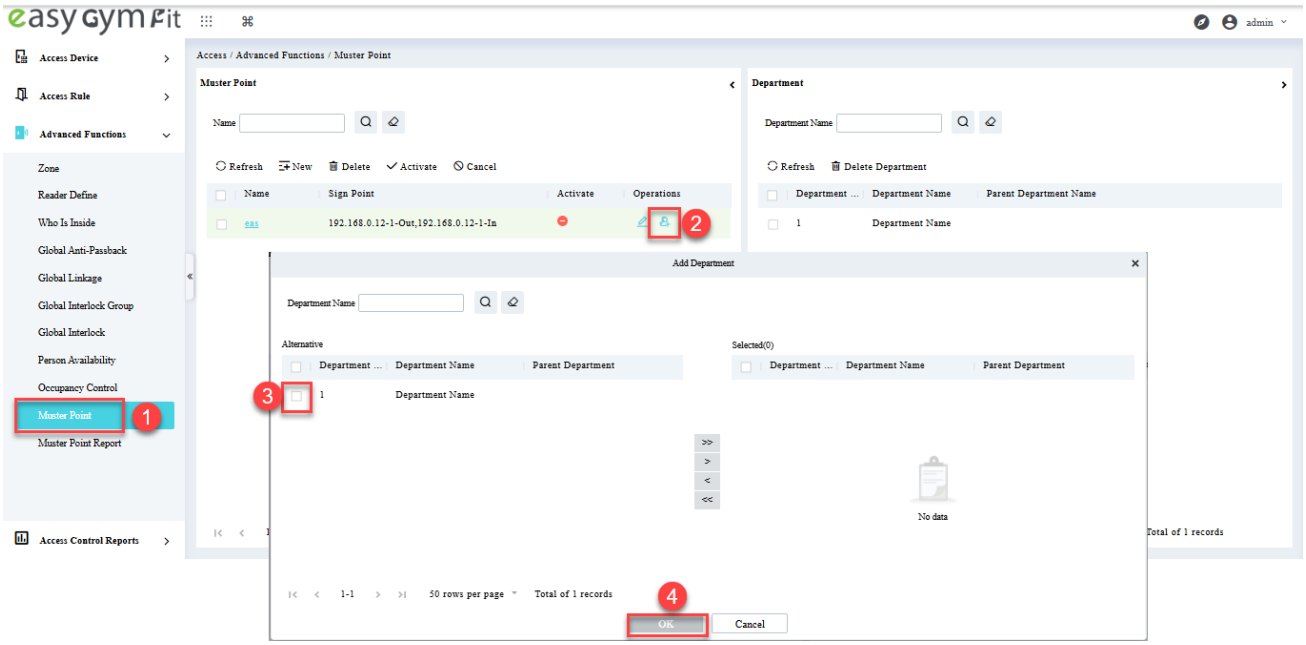
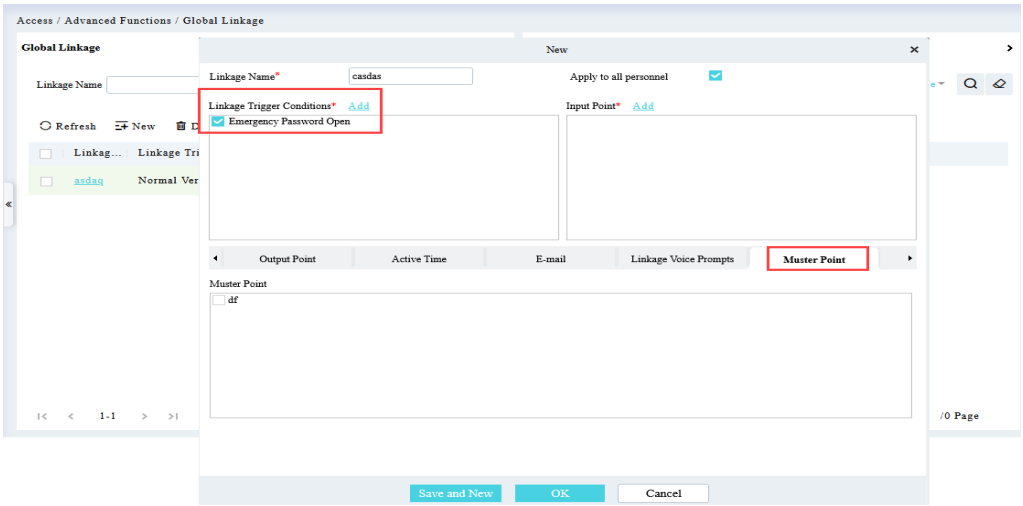
Scheduled Push Report	Once enabled, the system will send mustering reports to the administrator at regular intervals (within a set period) when muster point is activated.
Email Address	Administrator email address for receiving mustering reports.

Step 2: Click add department to the point.



Step 3: Set Global Linkage: set Linkage Trigger Conditions and Input Point and Select Muster Point as an output action.



✍**Note:** Before user use global linkage, user must confirm that user devices have enabled background authentication.

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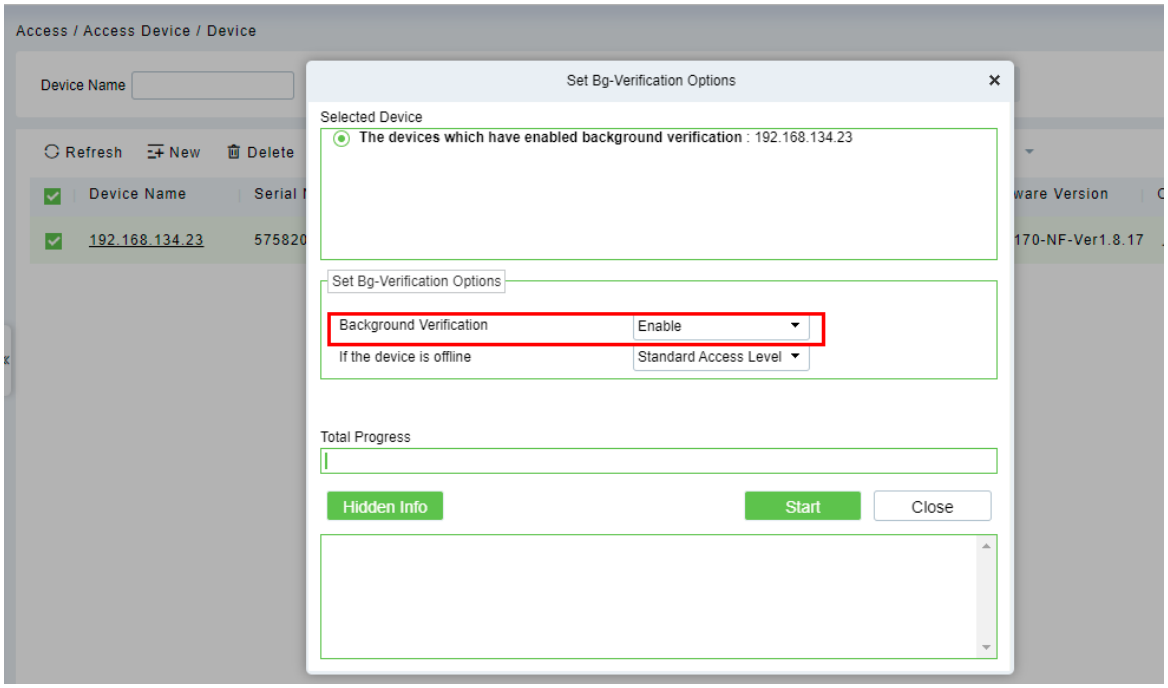
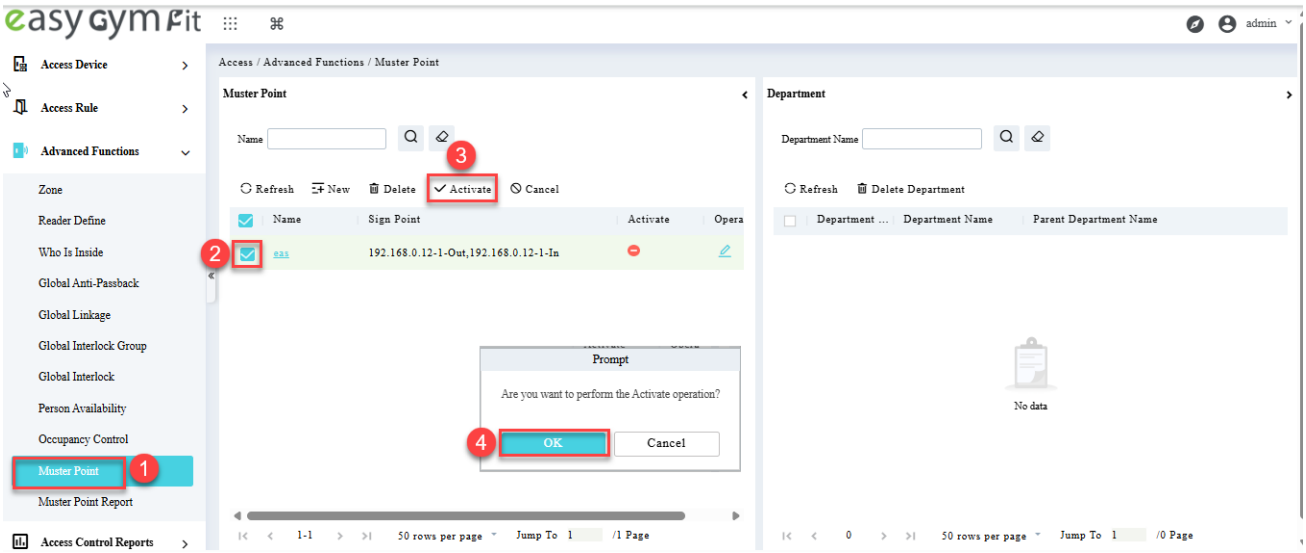


Activated

When the linkage event is triggered, the door is opened remotely, and the Muster Point is activated.



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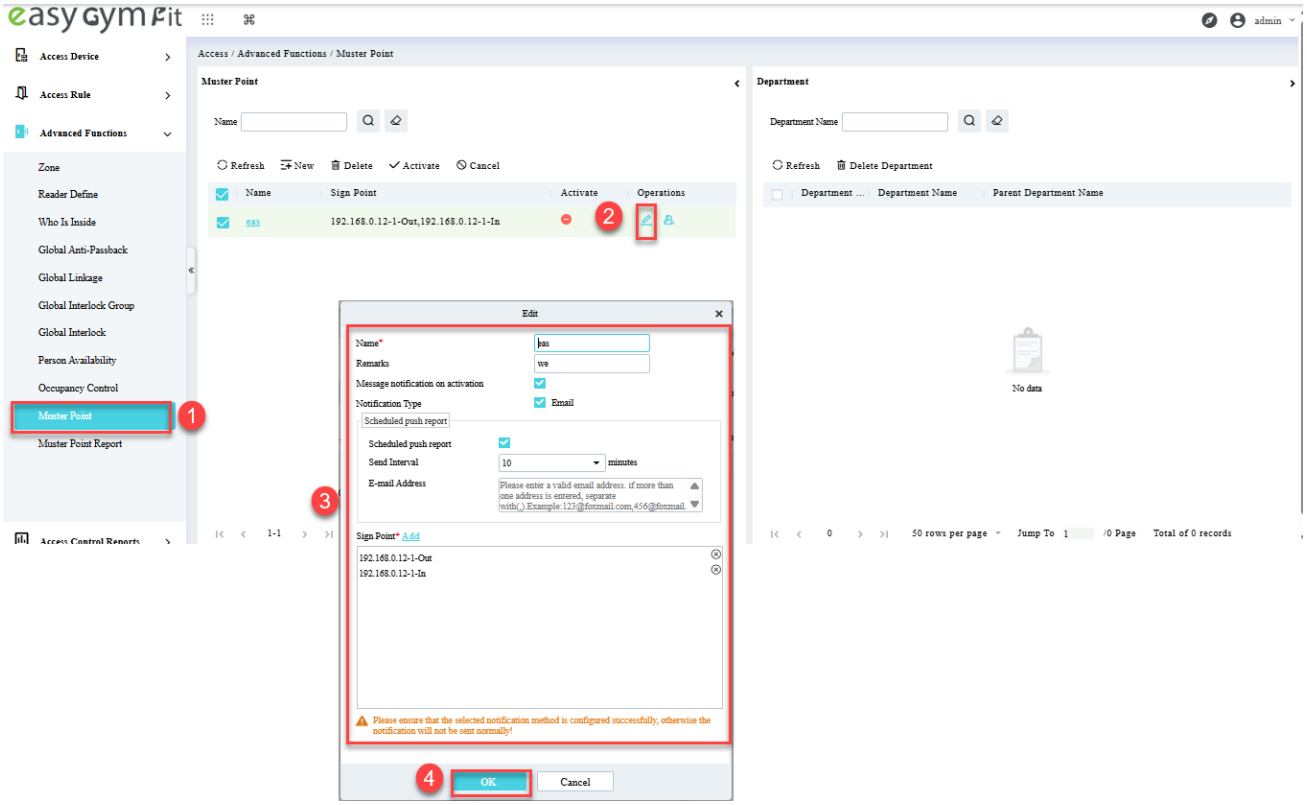
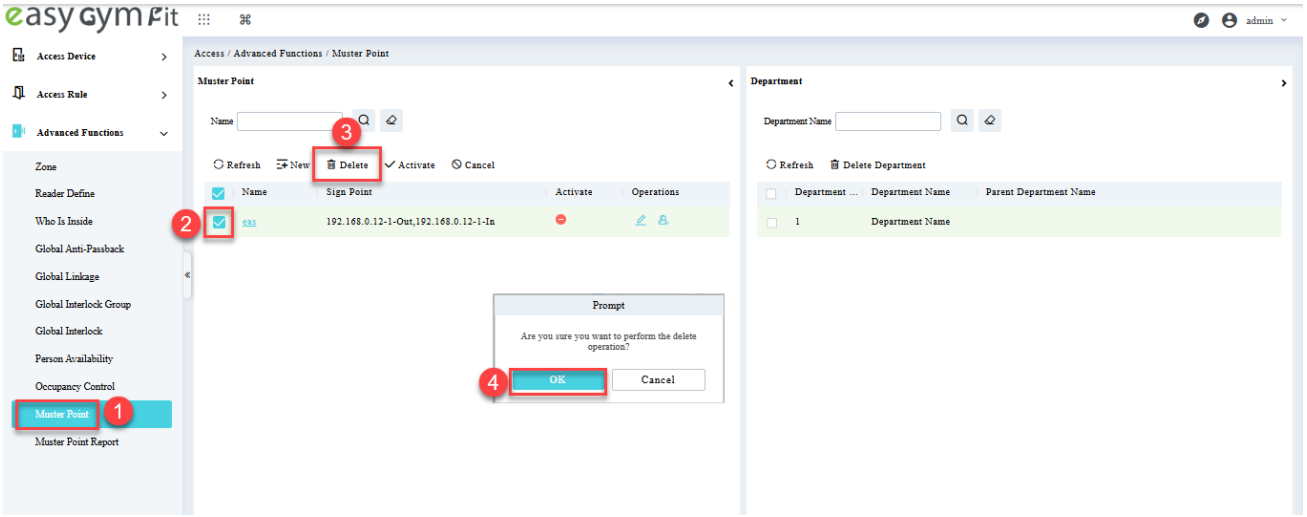
Edit

In the **Access** > **Advanced Functions** > **Muster Point,** click the **Edit** icon and edit the required details then click **OK.**



Delete

In the **Access** > **Advanced Functions** > **Muster Point**, click **Delete** button and then Click **OK** to delete.



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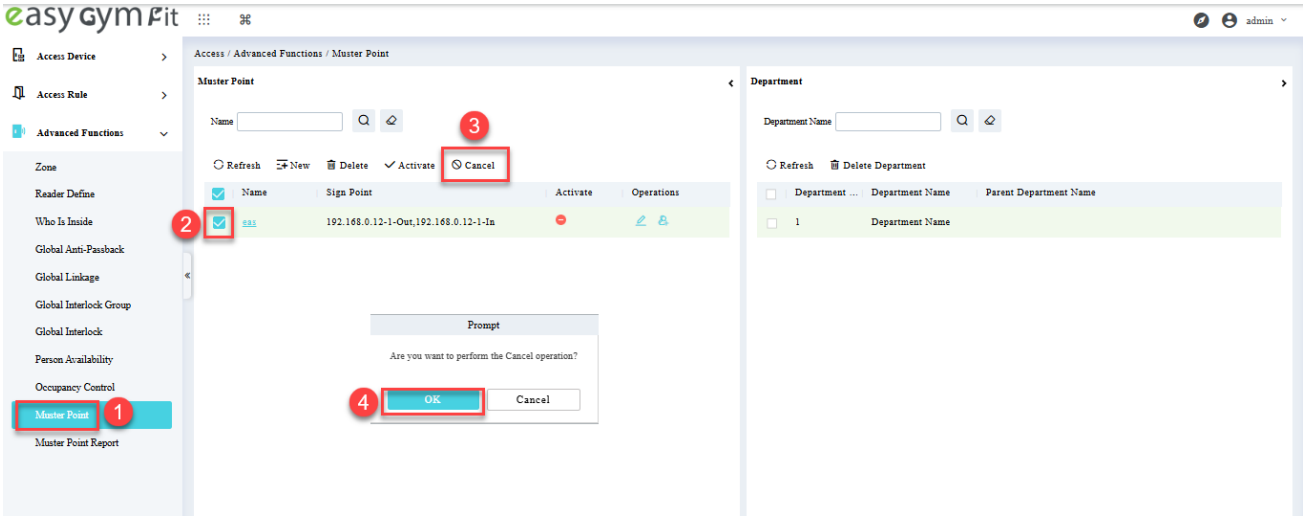
Cancel

In the **Access** > **Advanced Functions** > **Muster Point**, click the **Cancel** button and then click **OK** to cancel.



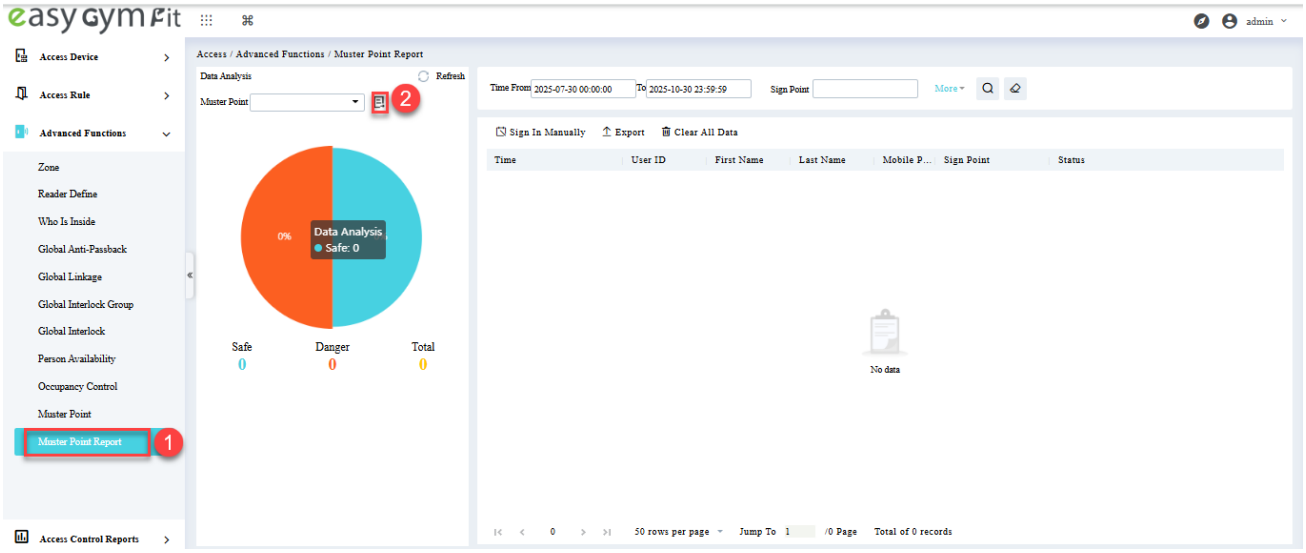
2.5.11 Muster Point Report

Select the access control devices as the equipment of Muster Point and assign the corresponding department.

Note: The equipment selected is equipped with safe house conditions to facilitate the evacuation of personnel in the department.

Operation Steps

Step 1: Click on **Access** > **Advanced Functions** > **Muster Point Report** user can select a muster point and click to genera the report.



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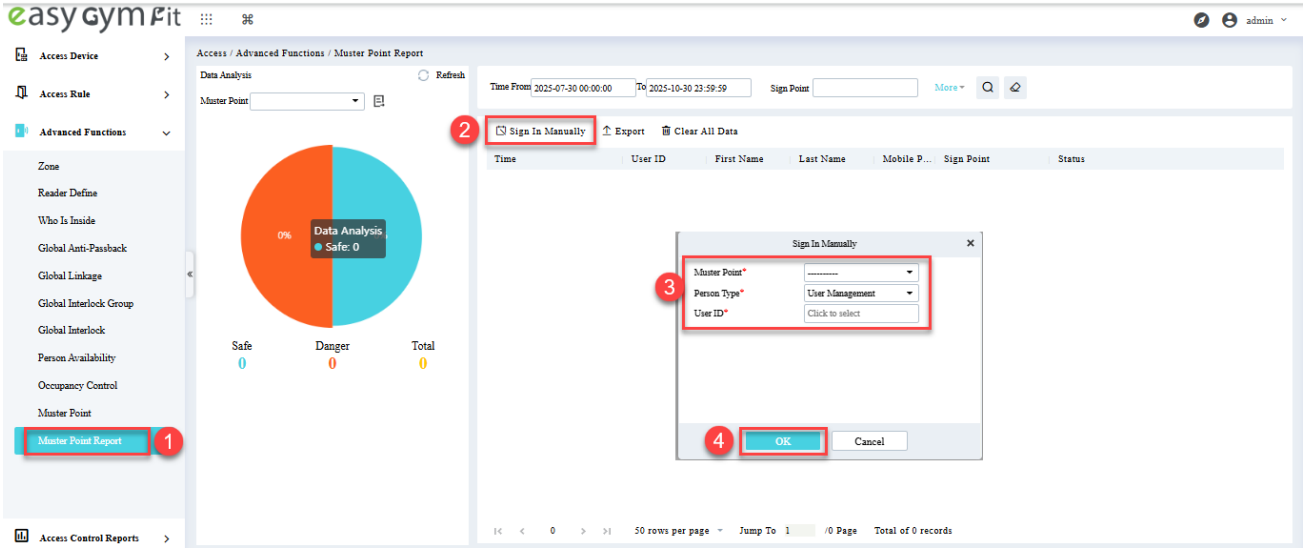
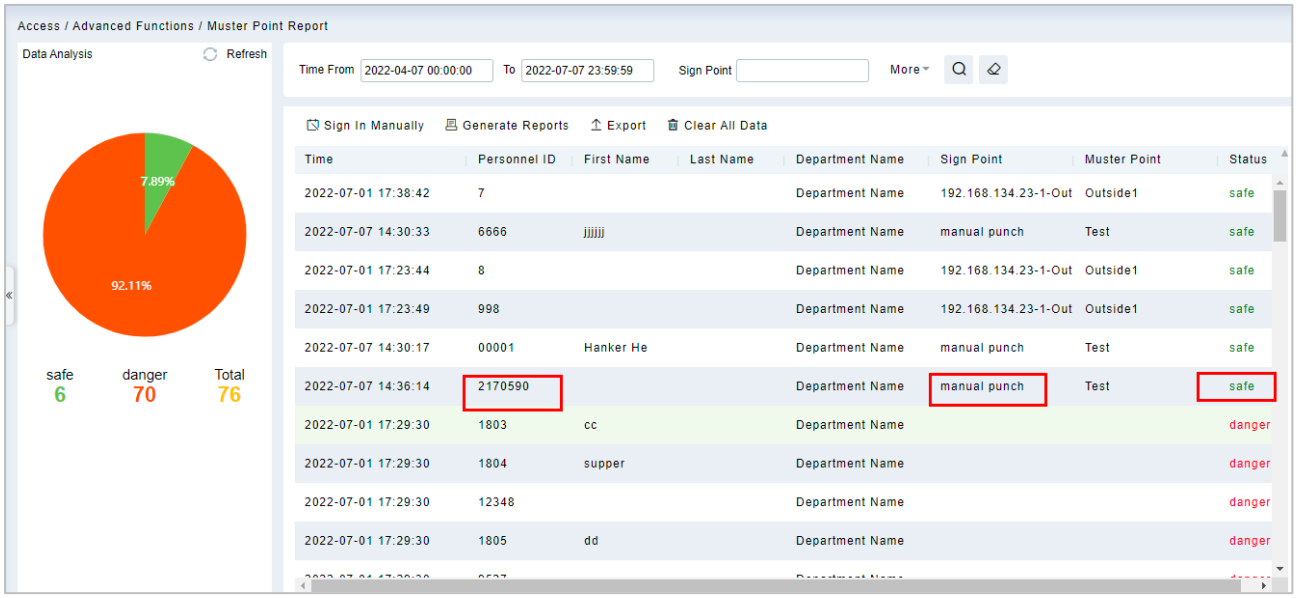
Sign In Manually

If someone is not verified on the device, the administrator can manually sign in: Select **Sign in Manually**, see the below image.



Check the status will change to **Safe.**



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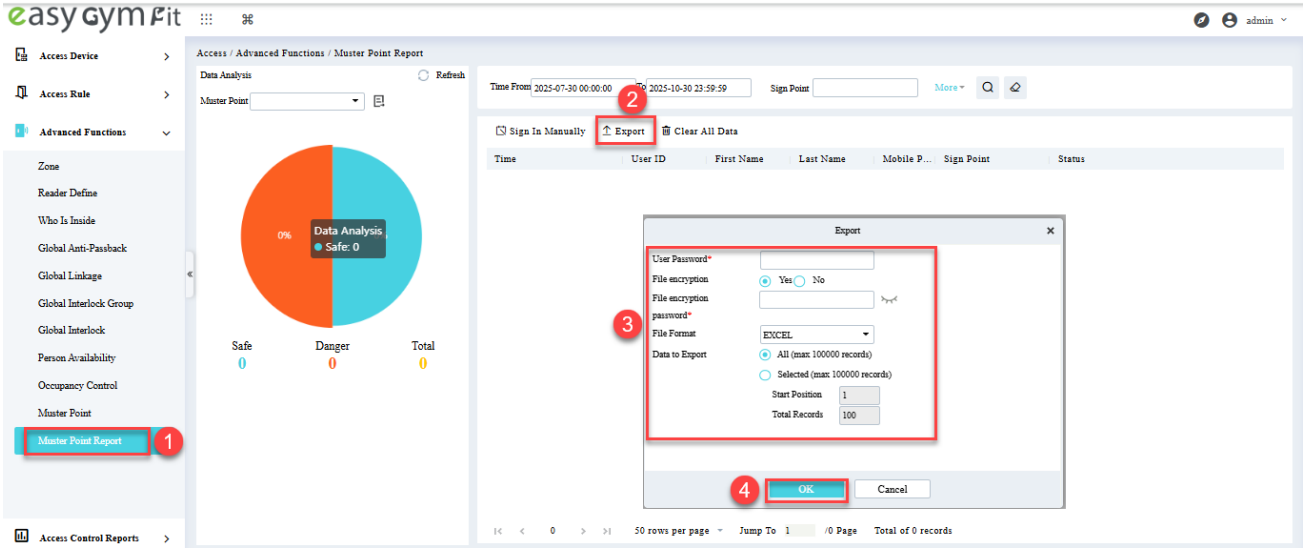
Export

Click **Export**, enter the user password in the displayed security verification dialog box, and Click **OK**. Select whether to encrypt the file and the file format to export and click **OK**.

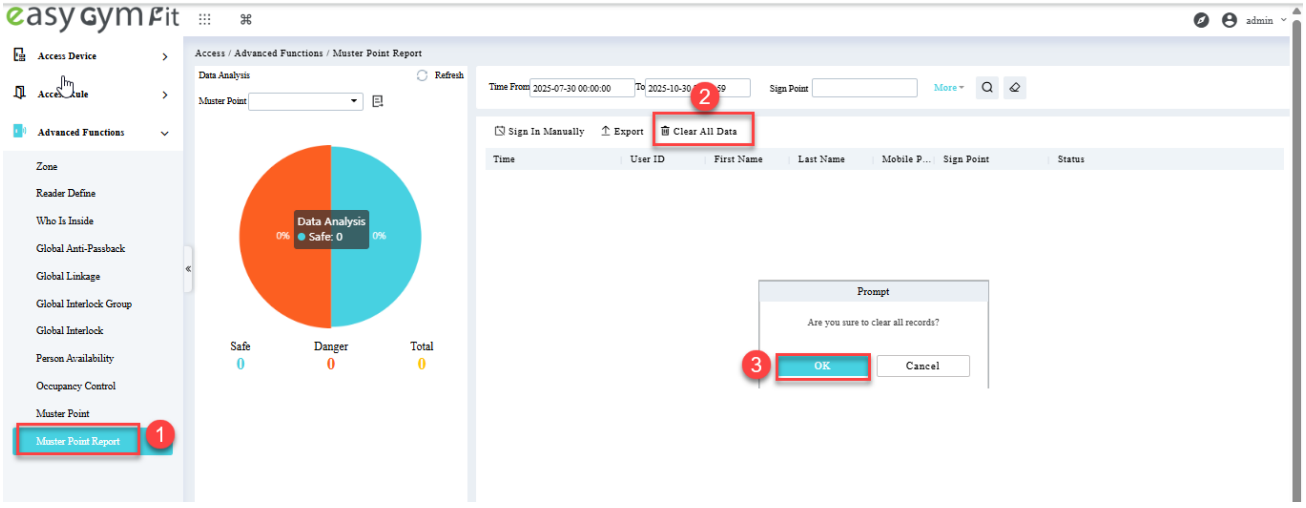


Muster Point Report

Time	Personnel ID	First Name	Last Name	Department Name	Mobile Phone	Sign Point	Status
2023-07-11 11:30:55	123123124			Department Name			danger
2023-07-11 11:30:55	123123123	Eljulian	Avechuco peral	Department Name	6622333		danger
2023-07-11 11:30:55	1212121	Eljuli	Avechuco	Department Name	6622333		danger
2023-07-11 11:30:55	2233	Lanjith		Department Name			danger
2023-07-11 11:30:55	17	Akshay	Kumar	Department Name			danger
2023-07-11 11:30:55	709709	mar		Department Name			danger
2023-07-11 11:30:55	709710			Department Name			danger
2023-07-11 11:30:55	1212122	Jasmine		Department Name			danger
2023-07-11 11:30:55	123456			Department Name			danger
2023-07-14 09:32:12	2	Leo	Hou	Department Name			danger
2023-07-14 09:32:12	1	Popy	xiao	Department Name	086134342567		danger

Clear All Data

Click on **Access** > **Advanced Functions** > **Muster Point Setting**, click **Clear All Data** button pop up will appear then, click **OK** to clear all data.



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2.6 Access Control Reports

In the access control report, user can query all access control records, including All Transactions, Today's Access records, All abnormal records, alarm logs, door query, personnel query and Personnel access records reports. User can export all records or query records.

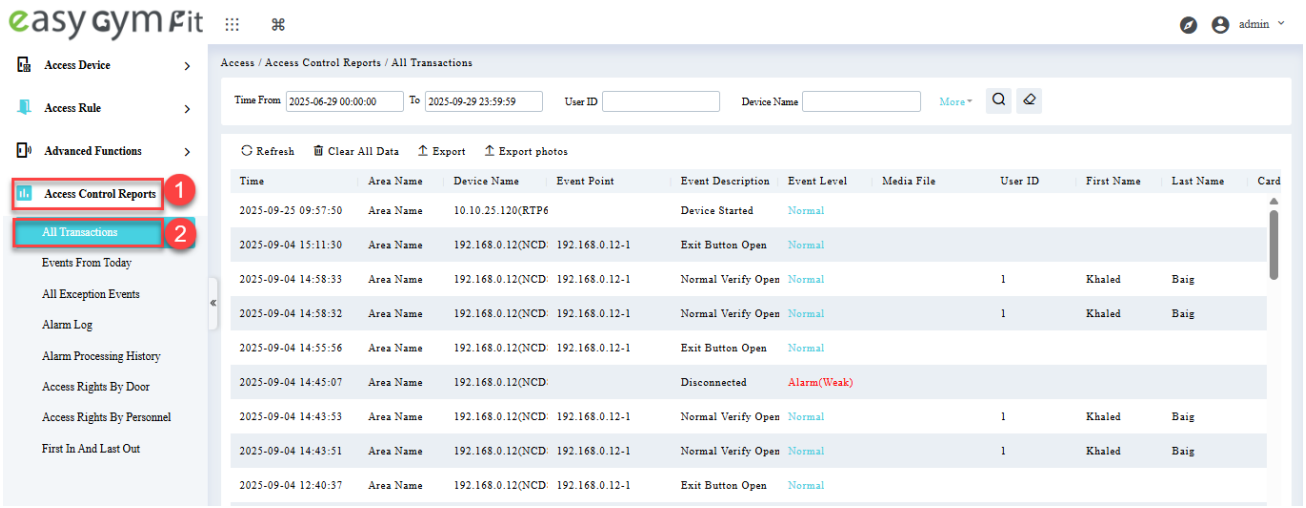
This section describes the steps for querying and exporting reports in Easy Gym Fit.

2.6.1 All Transactions

Operation Steps

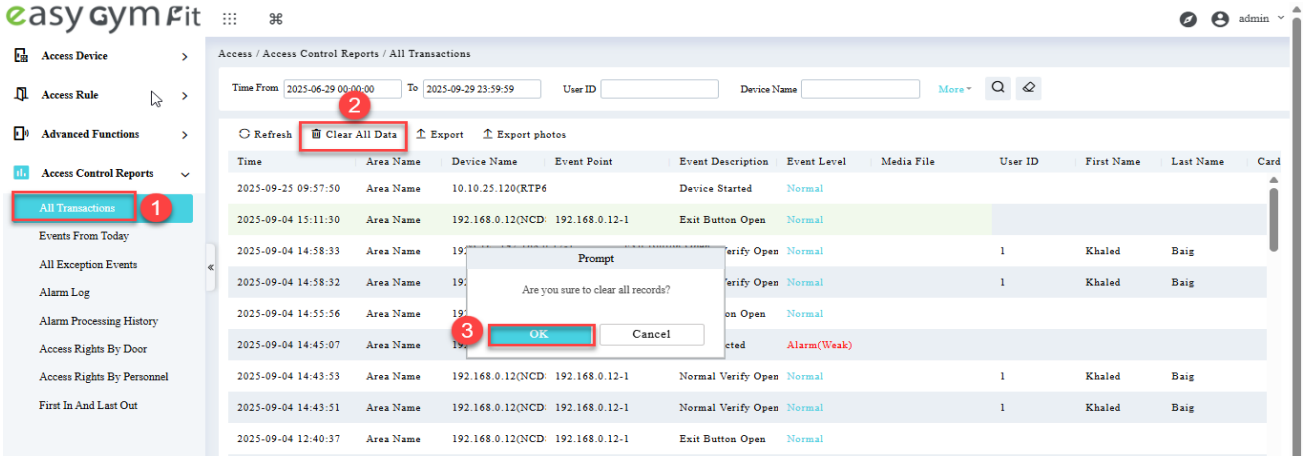
Step 1: Click on the Access module, choose **Access Control Report** > **All Transaction.**

Step 2: On the All-Transaction interface, fill in the corresponding query information and click the **search** symbol to complete the query of all records, as shown in the figure below.



Clear All Data

In the **Access** > **Access Control Reports** >**All Transactions**, click **Clear All Data** button. Click **OK** to clear all data.



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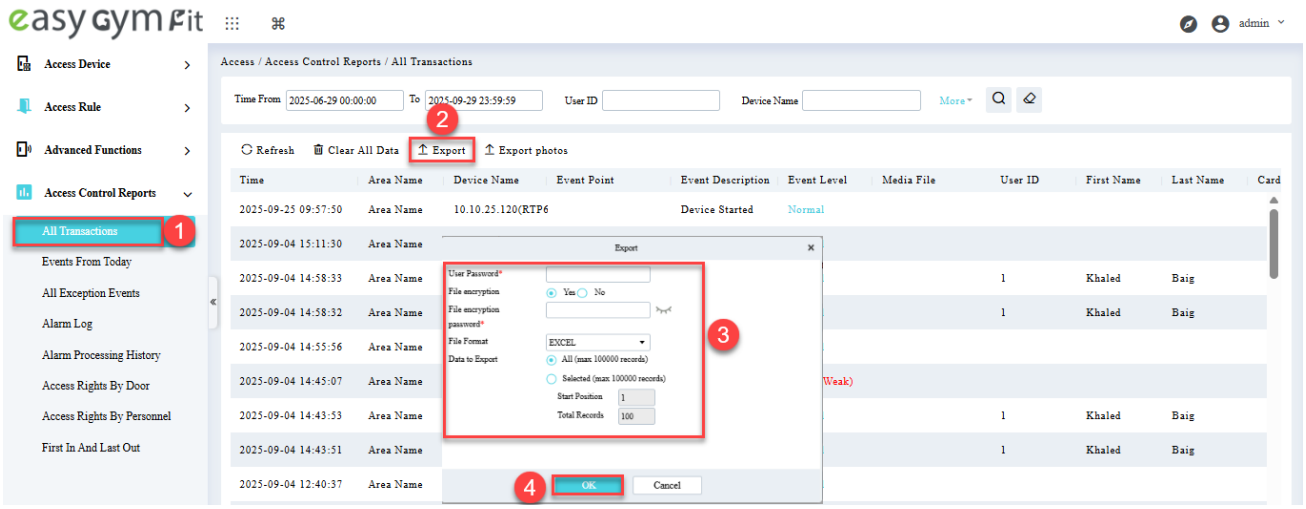
Export

Click **Export** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK**. User can export all exception events in Excel, PDF, CSV format.

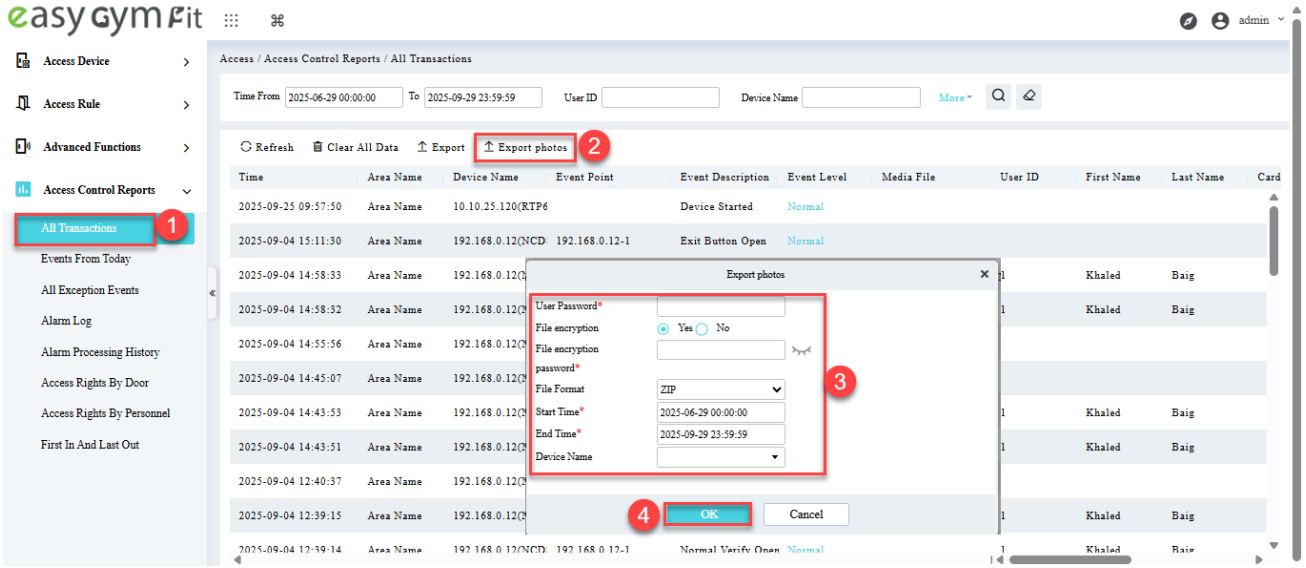


All Transactions

Time	Area Name	Device Name	Event Point	Event Description	Event Level	Personnel ID	First Name	Last Name	Card Number	Department Na
2023-07-13 16:54:19	Area Name	192.168.134.102		Disconnected	Alarm					
2023-07-12 11:39:36	Area Name	192.168.134.102	192.168.134.102-1	Device Started	Normal					
2023-07-12 11:39:35	Area Name	192.168.134.102	192.168.134.102-1	Tamper Alarm	Alarm					
2023-07-12 11:33:48	Area Name	192.168.134.102	192.168.134.102-1	Device Started	Normal					
2023-07-12 11:33:47	Area Name	192.168.134.102	192.168.134.102-1	Tamper Alarm	Alarm					
2023-07-07 09:20:19	Area Name	192.168.134.102	192.168.134.102-1	Device Started	Normal					
2023-07-07 09:20:18	Area Name	192.168.134.102	192.168.134.102-1	Tamper Alarm	Alarm					
2023-06-30 13:21:36	Area Name	192.168.0.206		Disconnected	Alarm					
2023-06-08 13:35:20	Area Name	192.168.134.102	192.168.134.102-1	Device Started	Normal					
2023-06-08 13:35:19	Area Name	192.168.134.102	192.168.134.102-1	Tamper Alarm	Alarm					
2023-06-01 14:10:44	Area Name	192.168.134.102	192.168.134.102-1	Device Started	Normal					
2023-06-01 14:10:43	Area Name	192.168.134.102	192.168.134.102-1	Tamper Alarm	Alarm					
2023-06-01 11:37:56	Area Name	192.168.134.102	192.168.134.102-1	Tamper Alarm	Alarm					
2023-06-01 11:37:56	Area Name	192.168.134.102	192.168.134.102-1	Device Started	Normal					

Export Photos

Click **Export** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, start time, end time, and device name to export, and then click **OK**.



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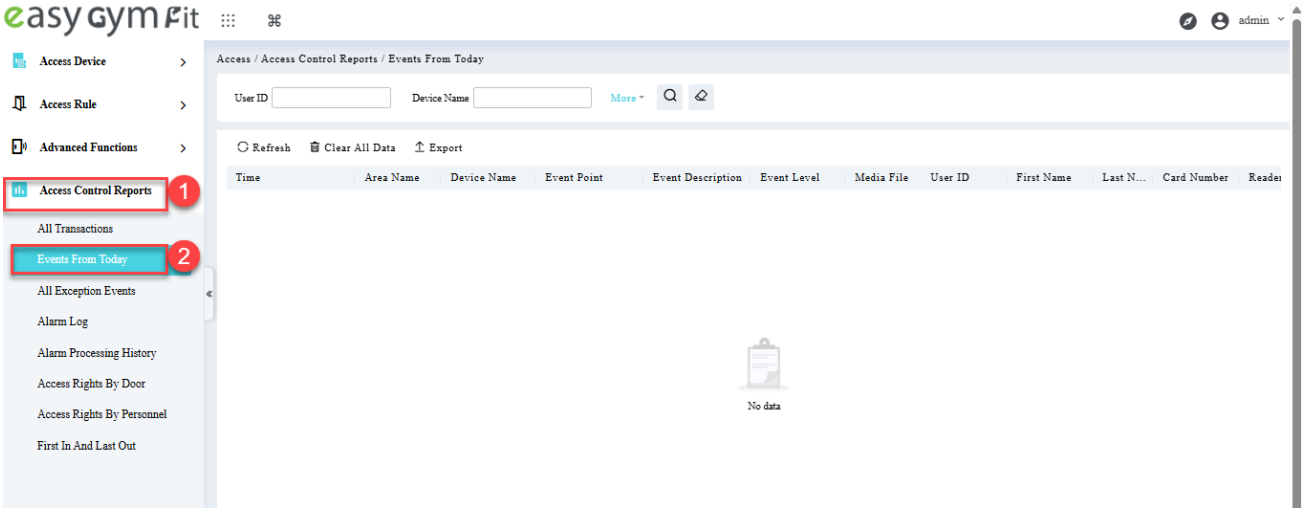
2.6.2 Events from Today

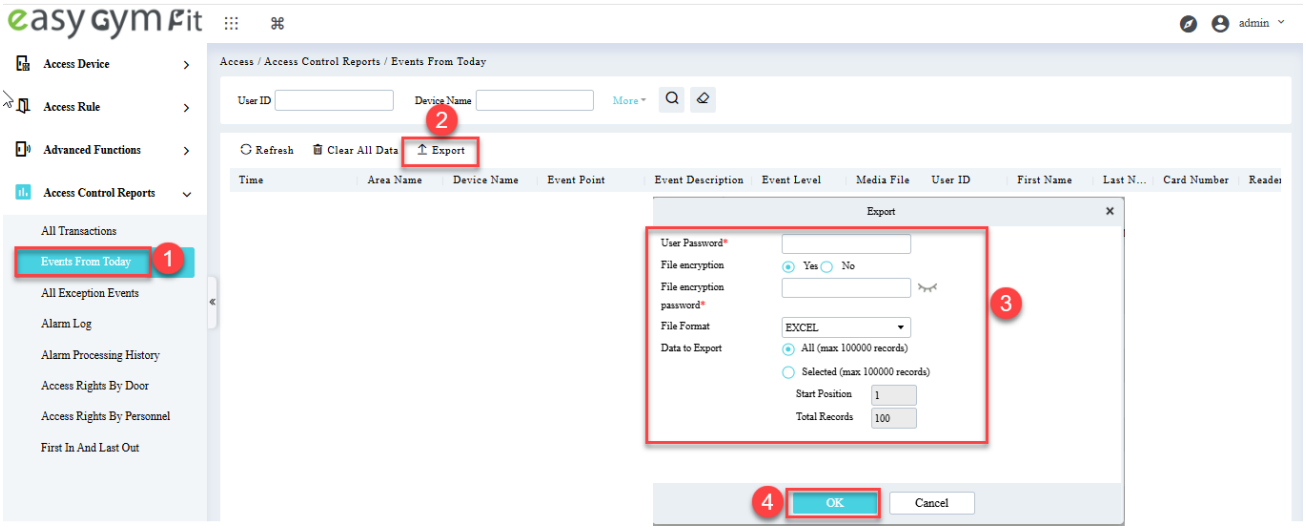
Check out the system record today.

Click on **Access Control Reports** > **Events from Today** to view today's records. User can export all events from today in Excel, PDF, CSV format.



Export

Click **Export,** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK.**



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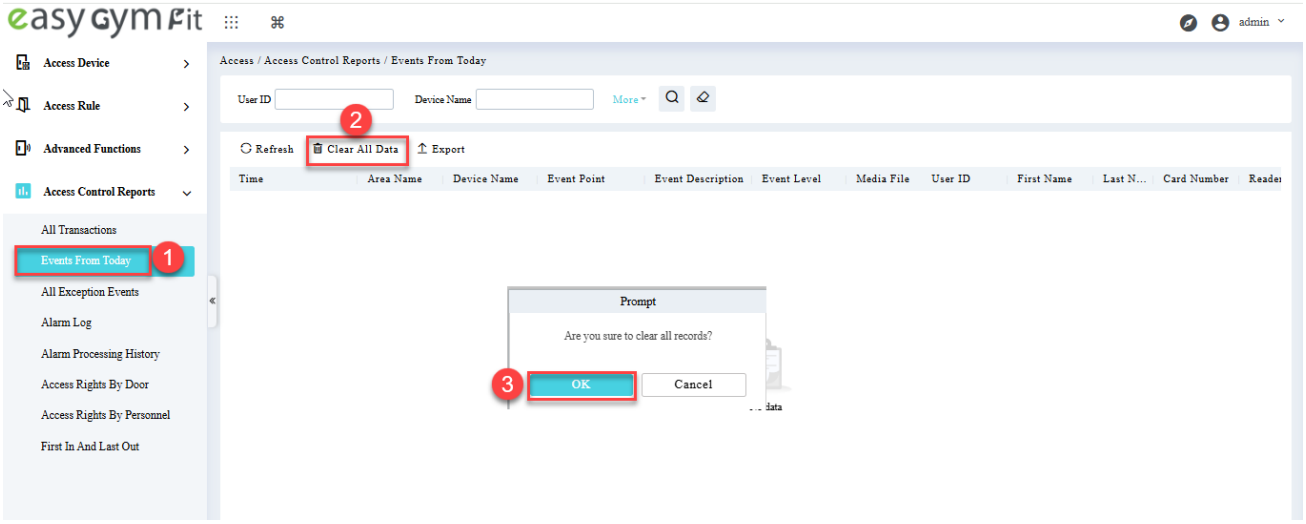
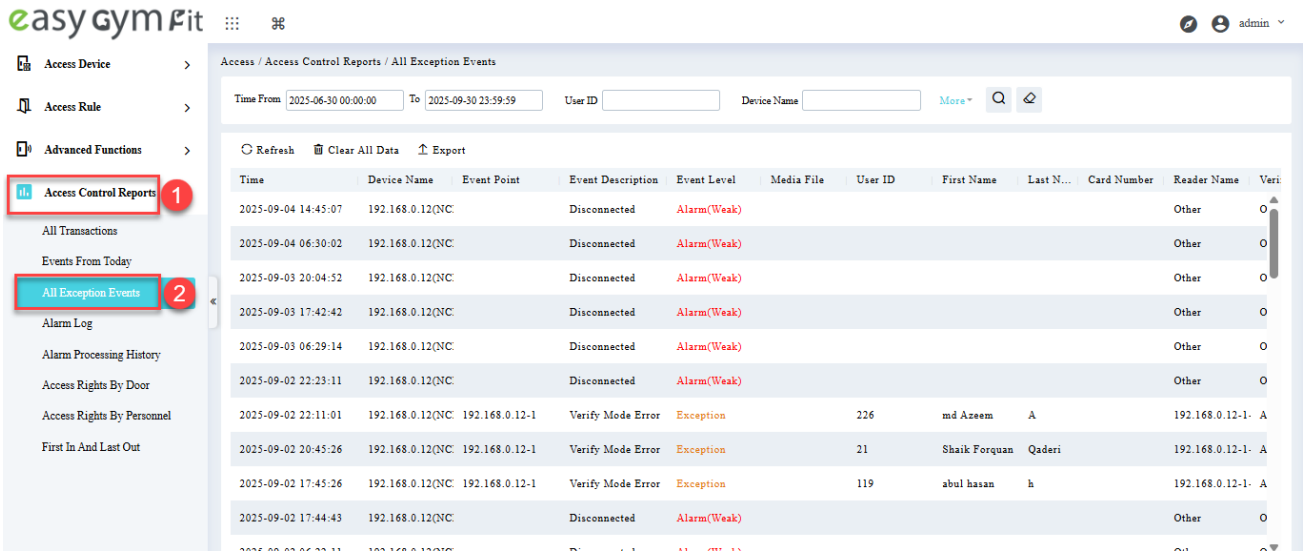
Clear All Data

Click **Clear All Data** to pop up prompt, and then click **OK** to clear all events from today.



2.6.3 All Exception Events

Click **Access Control Reports** > **All Exception Events** to view exception events in specified condition. The options are same as those of **All Transactions**.



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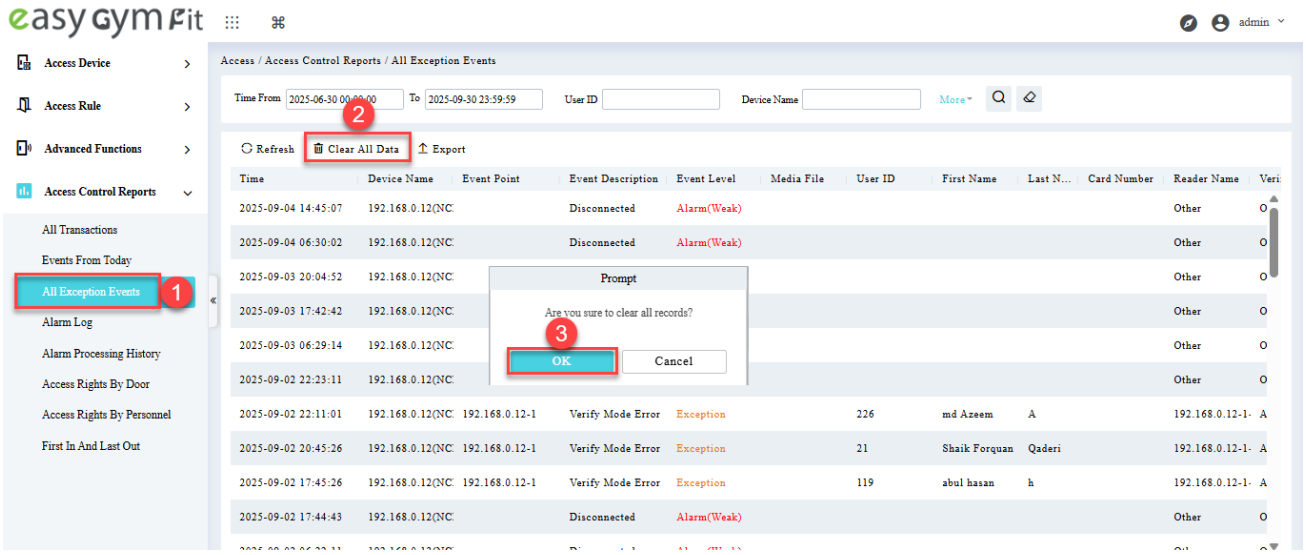
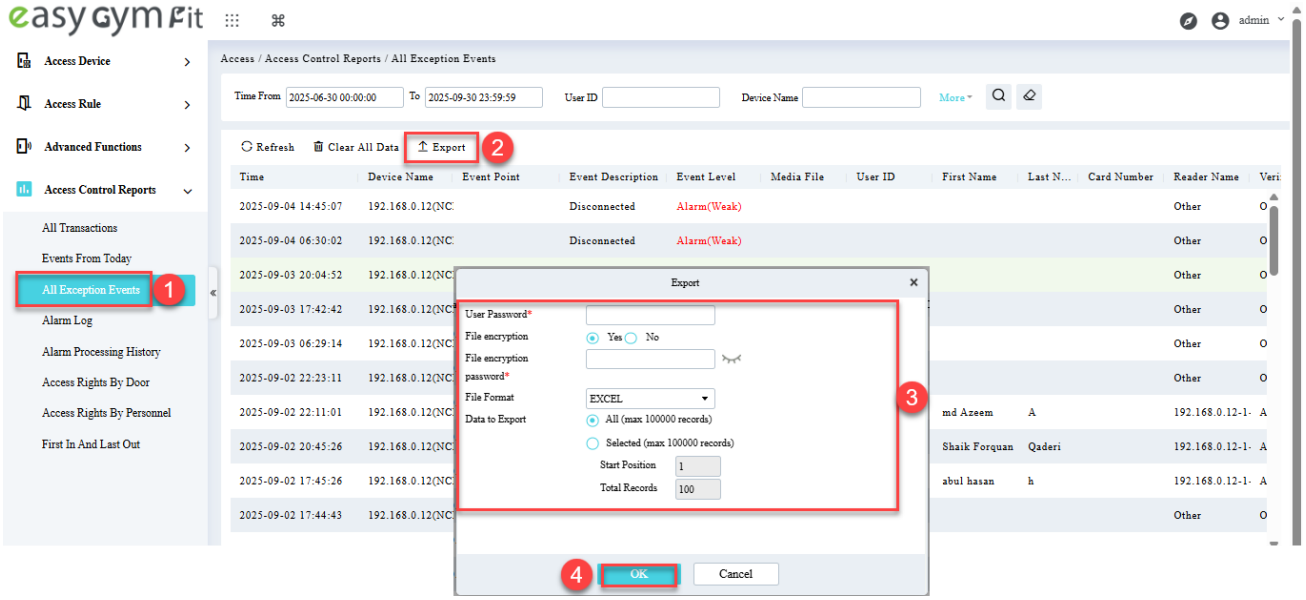
Clear All Data

Click **Clear All Data** to pop up prompt, and then click **OK** to clear all exception events.



Export

Click **Export** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK.** User can export all exception events in Excel, PDF, CSV format.



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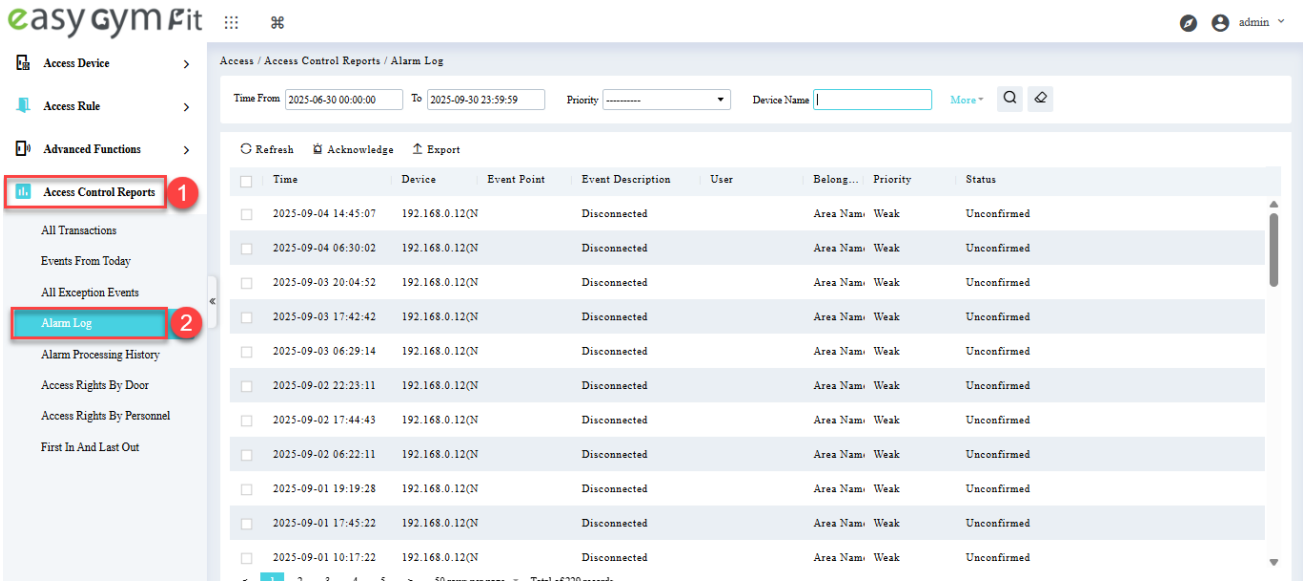
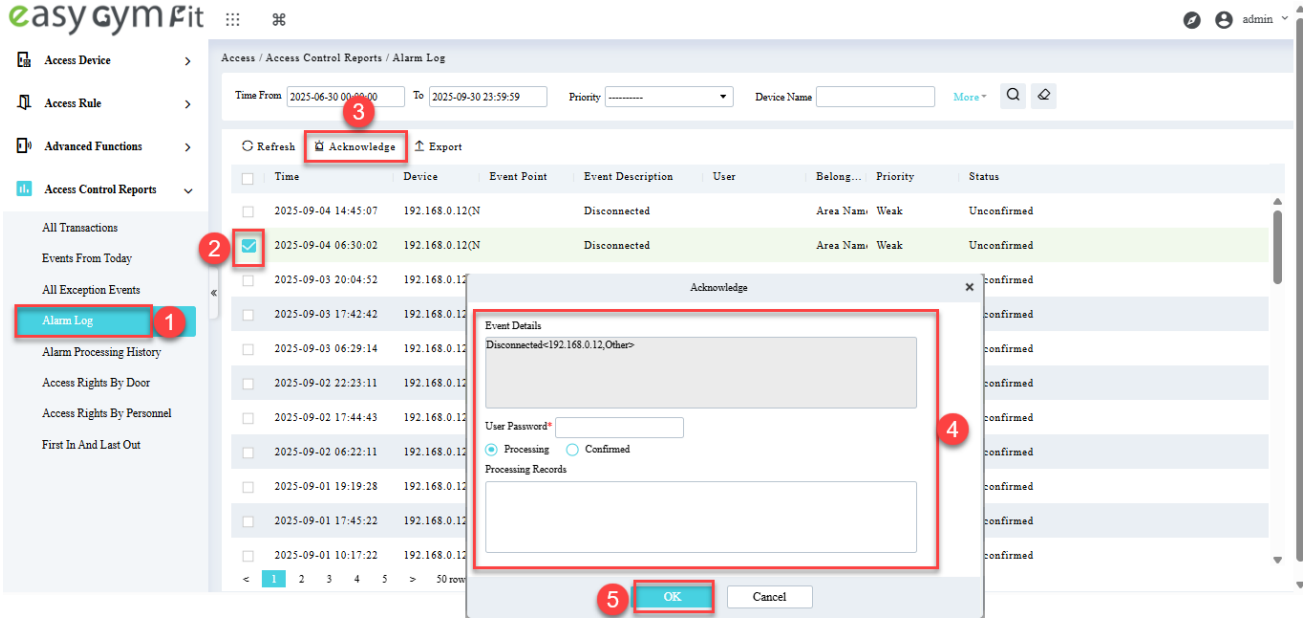
2.6.4 Alarm Log

Click **Access Control Reports** > **Alarm Log** to view alarm log events.



Acknowledge

Select the desired alarm log, click **Acknowledge,** enter the user password, choose the status of the alarm log (e.g., 'Processing' or 'Confirmed'), and then click **OK** to acknowledge the alarm.



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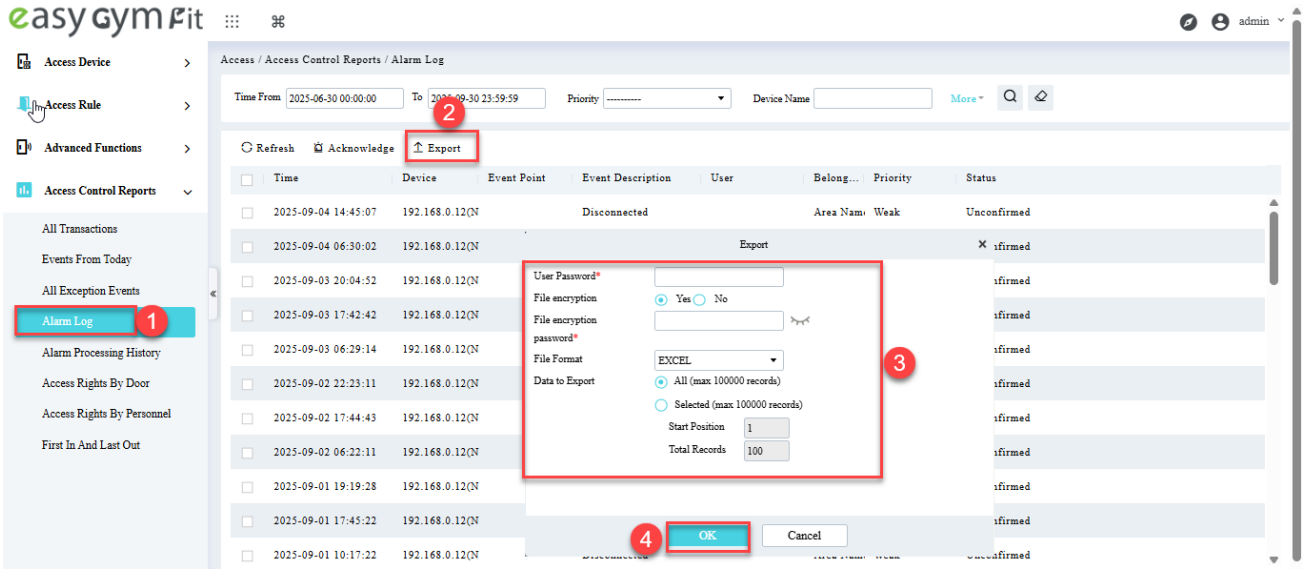
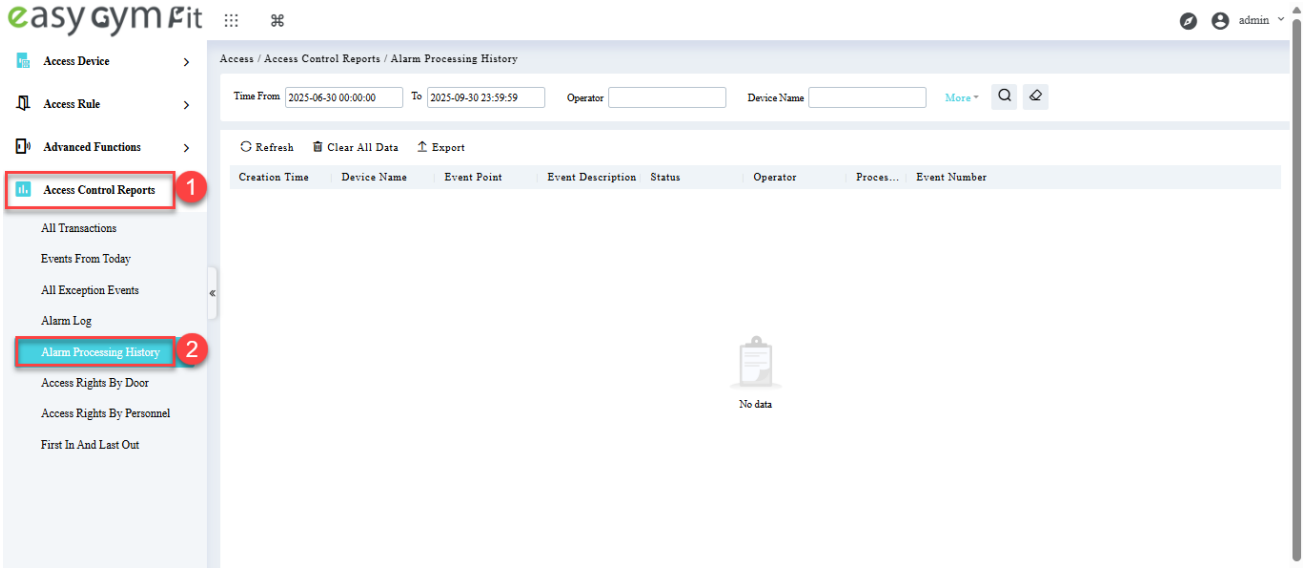
Export

Click **Export,** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK.**



2.6.5 Alarm Processing History

Click **Access Control Reports** > **Alarm** Processing history to view the processed alarm history.



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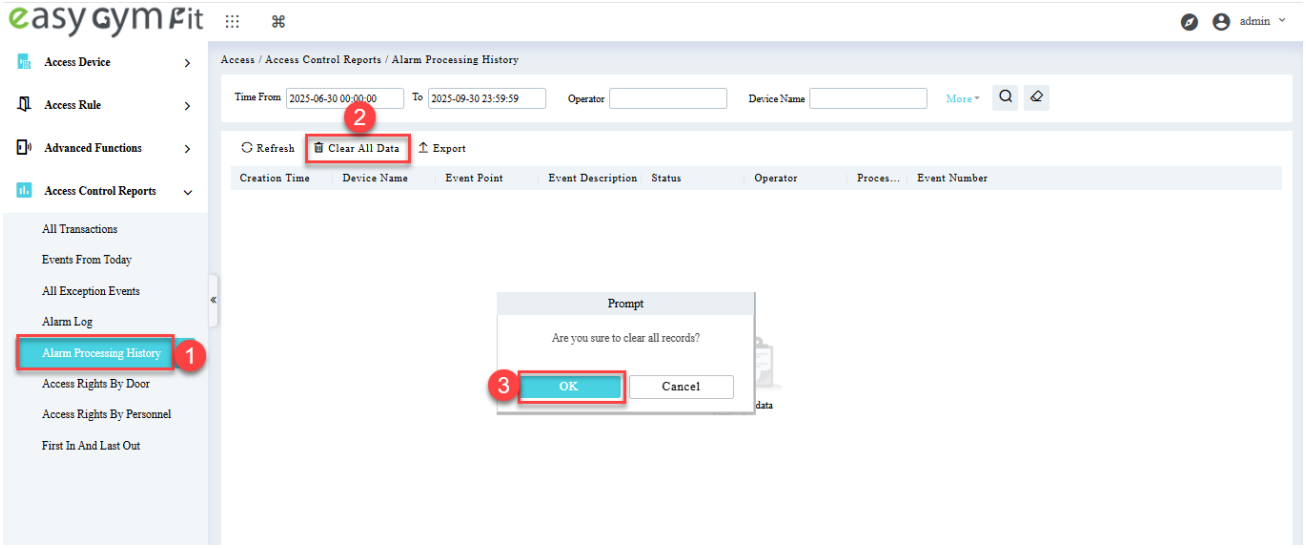
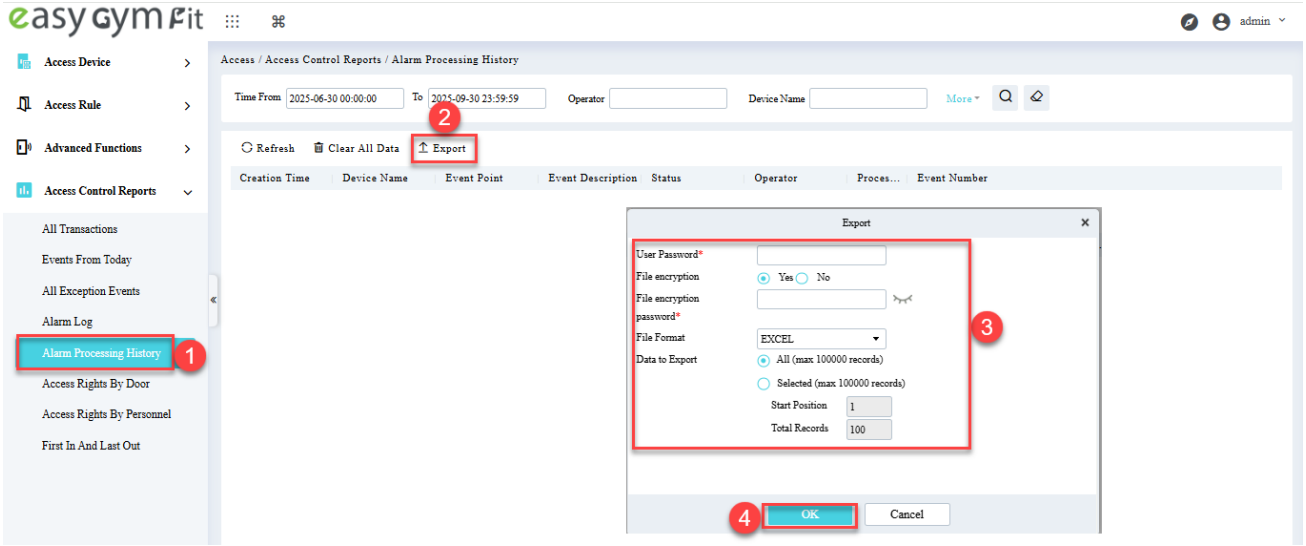
Clear All Data

Click **Clear All Data** to pop up prompt, and then click **OK** to clear all events from today.



Export

Click **Export,** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK.**



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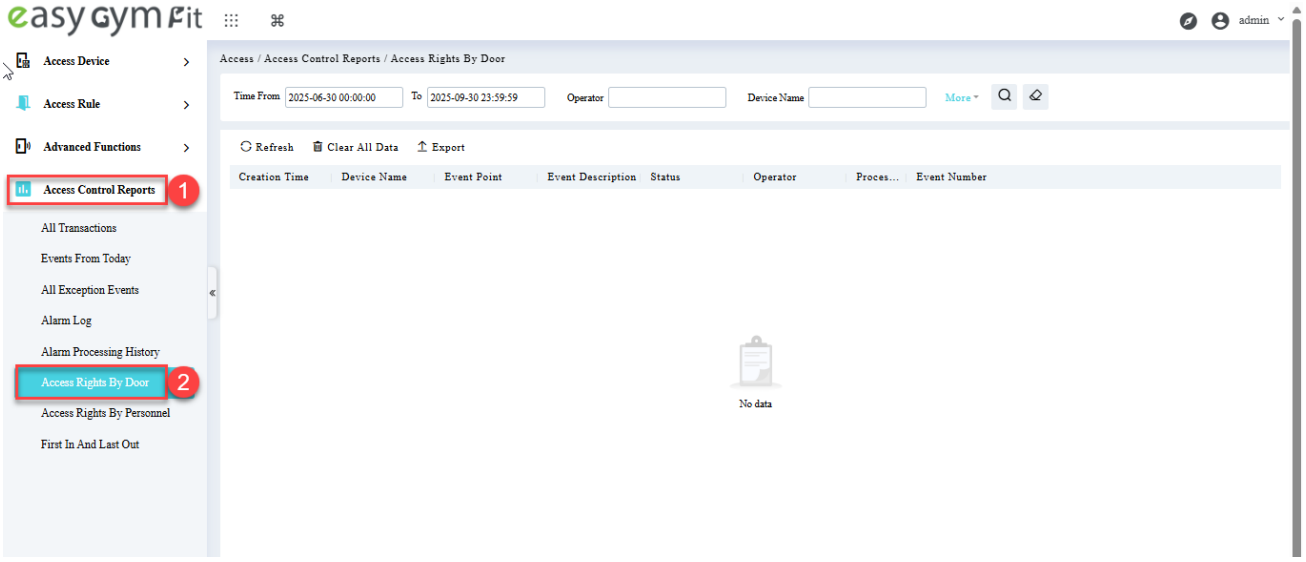
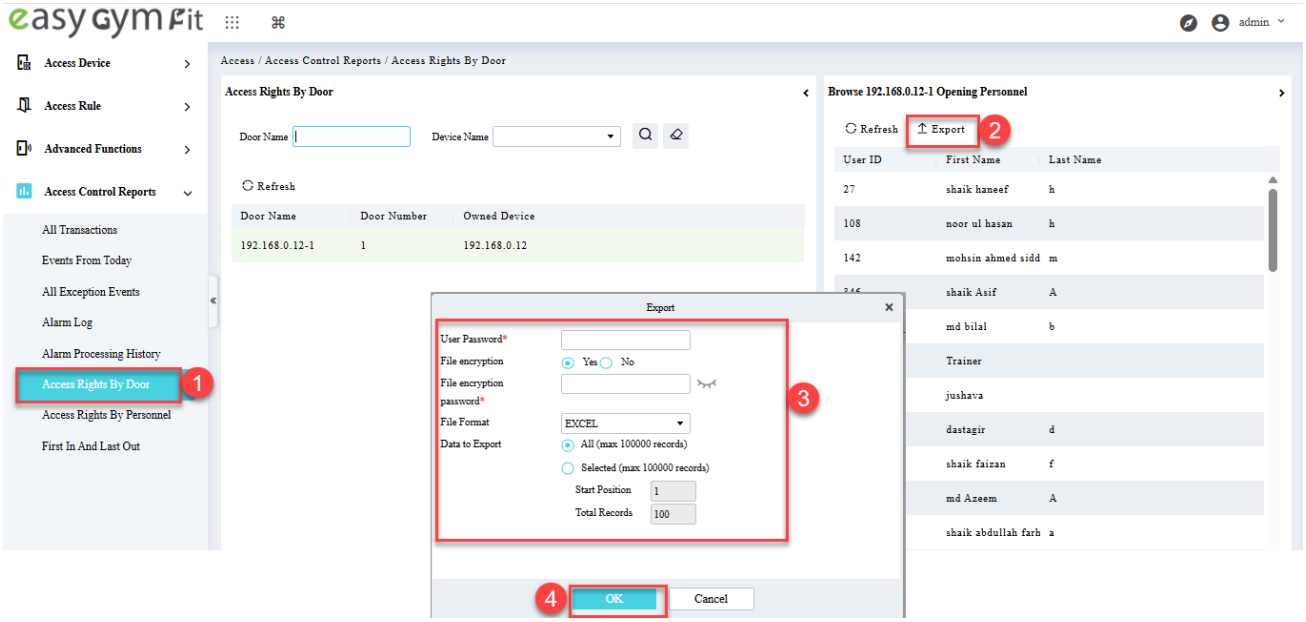
2.6.6 Access Rights by Door

View related access levels by door. Click **Access Control Reports** > **Access Rights by Door**, the data list in the left side shows all doors in the system, select a door, the personnel having access levels to the door will be displayed on the right data list.



Export

Click **Export,** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK**. User can export all the personnel having access levels to the door data in Excel, PDF, CSV format.



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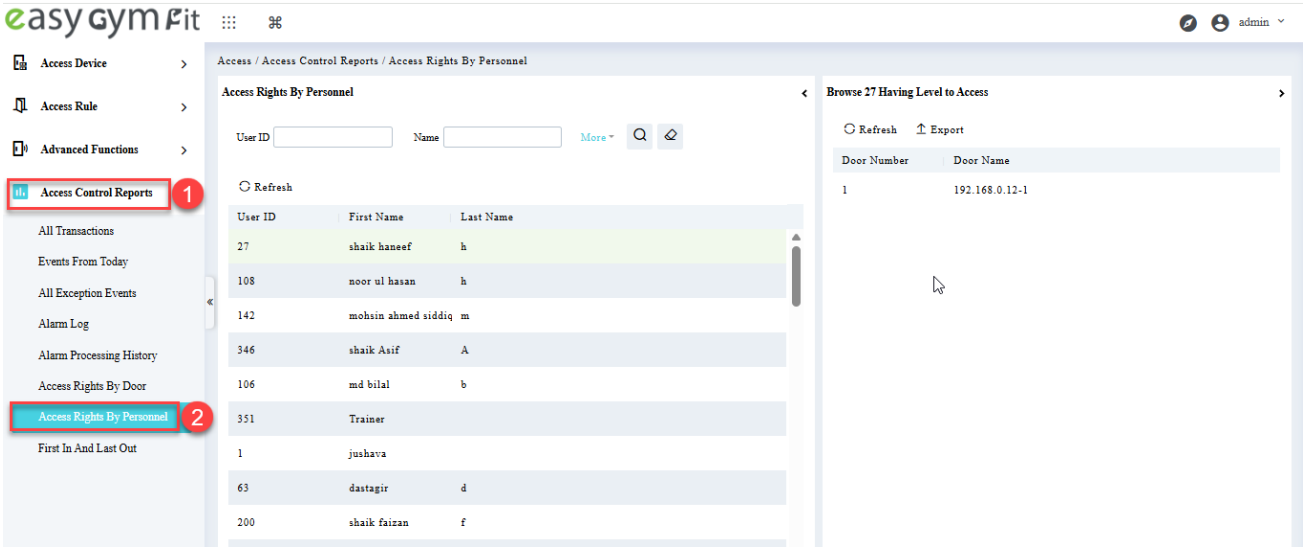
2.6.7 Access Rights by Personnel

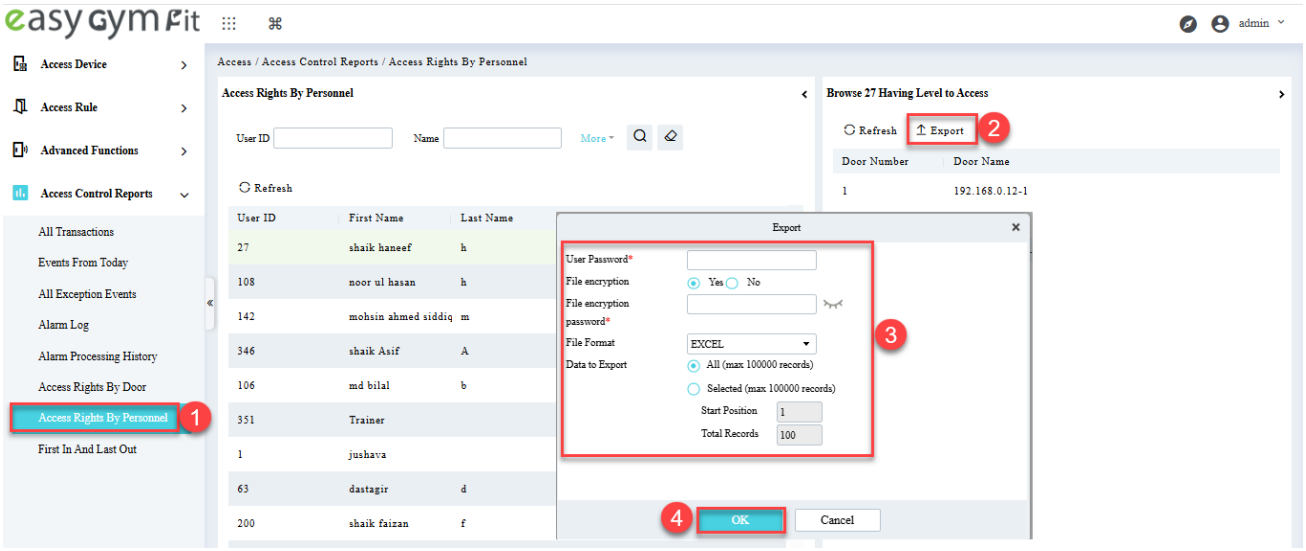
View related access levels by door or personnel.

Click **Access Control Reports** > **Access Rights by Personnel**, the data list in the left side shows all doors in the system, select personnel, the personnel having access levels to the door will display on the right data list.



Export

Click **Export,** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK**. User can export all the door information in Excel, PDF, CSV format.



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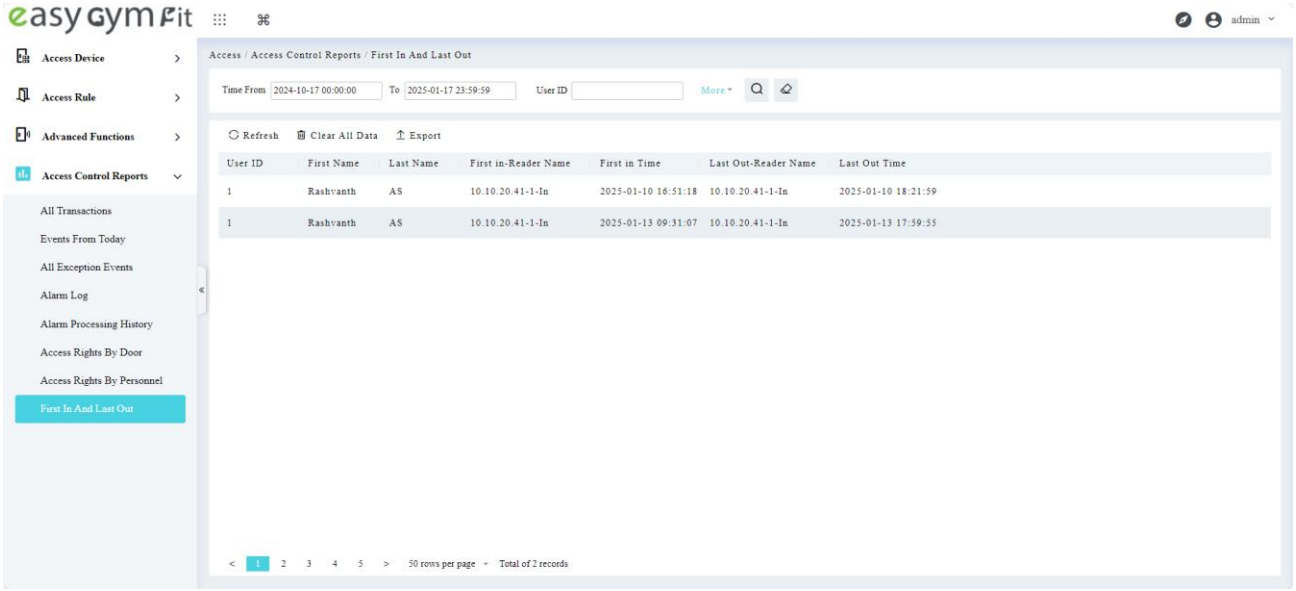
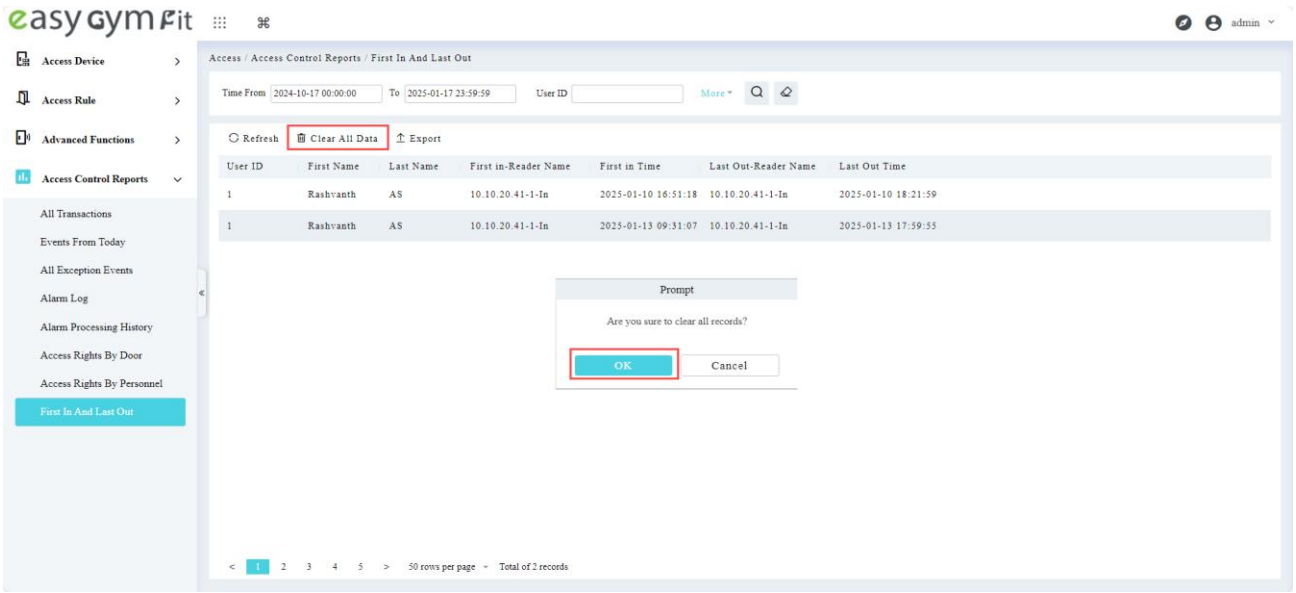
2.6.8 First In and Last Out

Click **Access Control Reports** > **First in And Last Out** to view the First and the Last time interval.



Clear All Data

Click **Access** > **Advanced Control Reports** > **First in and Last Out**, click Clear All Data button under Operations. Click **OK** to clear all data.



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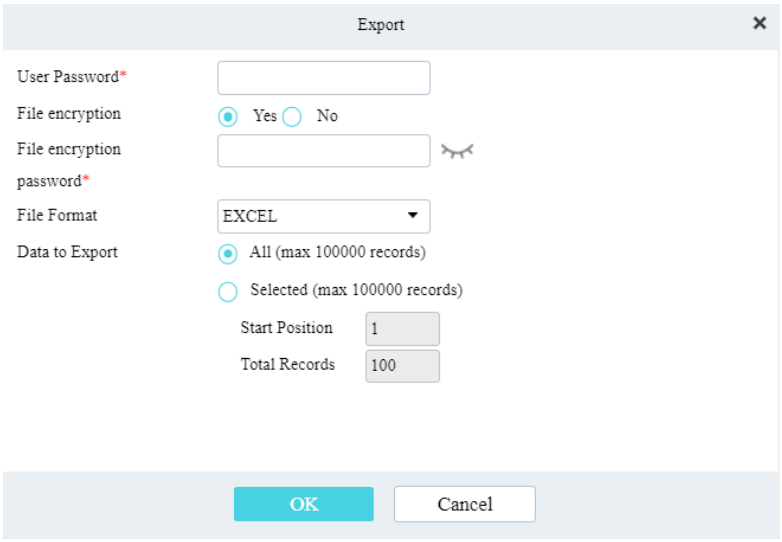
Export

Click **Export,** enter the user password in the security verification dialog box, select the encryption option, enter the file encryption password, specify the file format, choose the data to export, and then click **OK.**



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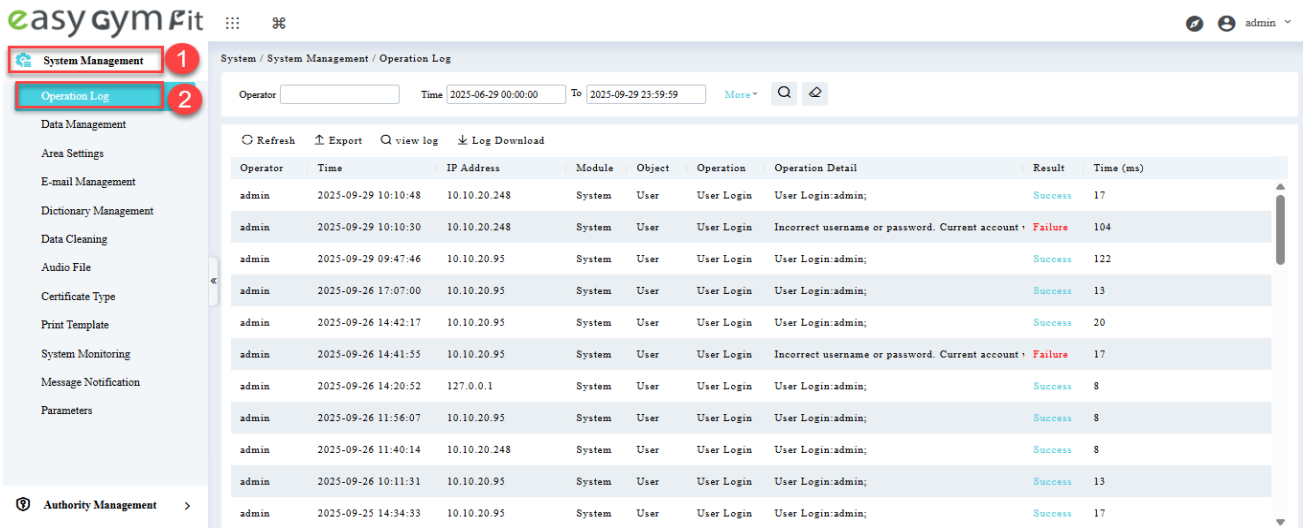
3 System Management

System settings primarily involve assigning system users (such as company management users, registrars, and access control administrators), configuring the roles for corresponding modules, managing the database, setting system parameters, and viewing operation logs, among other tasks.

3.1 Operation Log

Operation Steps

Click **System** > **System Management** > **Operation Log.**



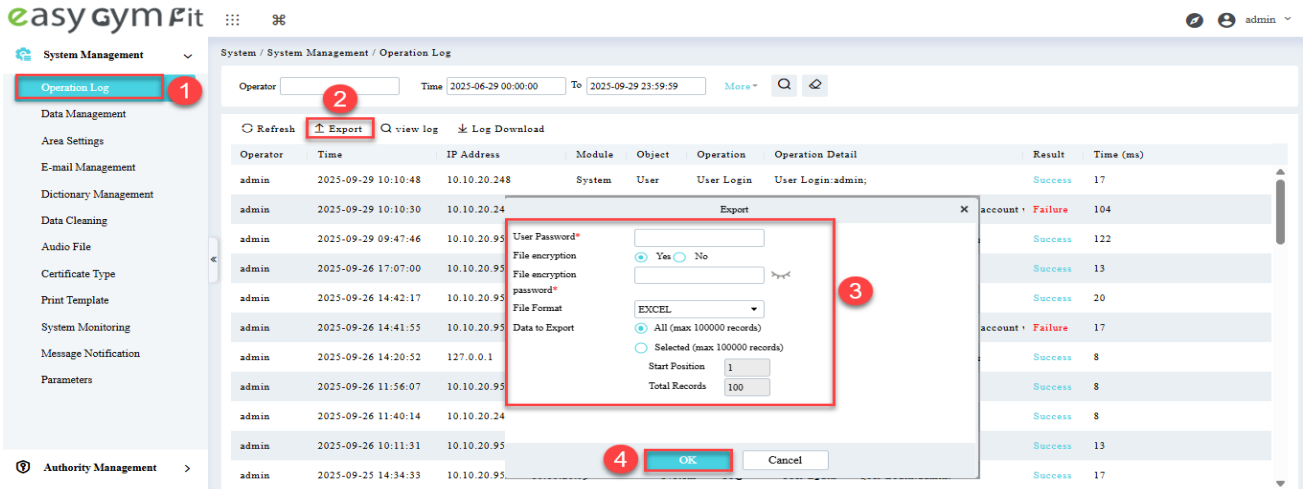
All operation logs are displayed in this page. User can query specific logs by conditions.

Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the operation log.

Export

Export the operation log records and save to local. User can export to Excel, PDF, TXT or CSV file. See the following figure.



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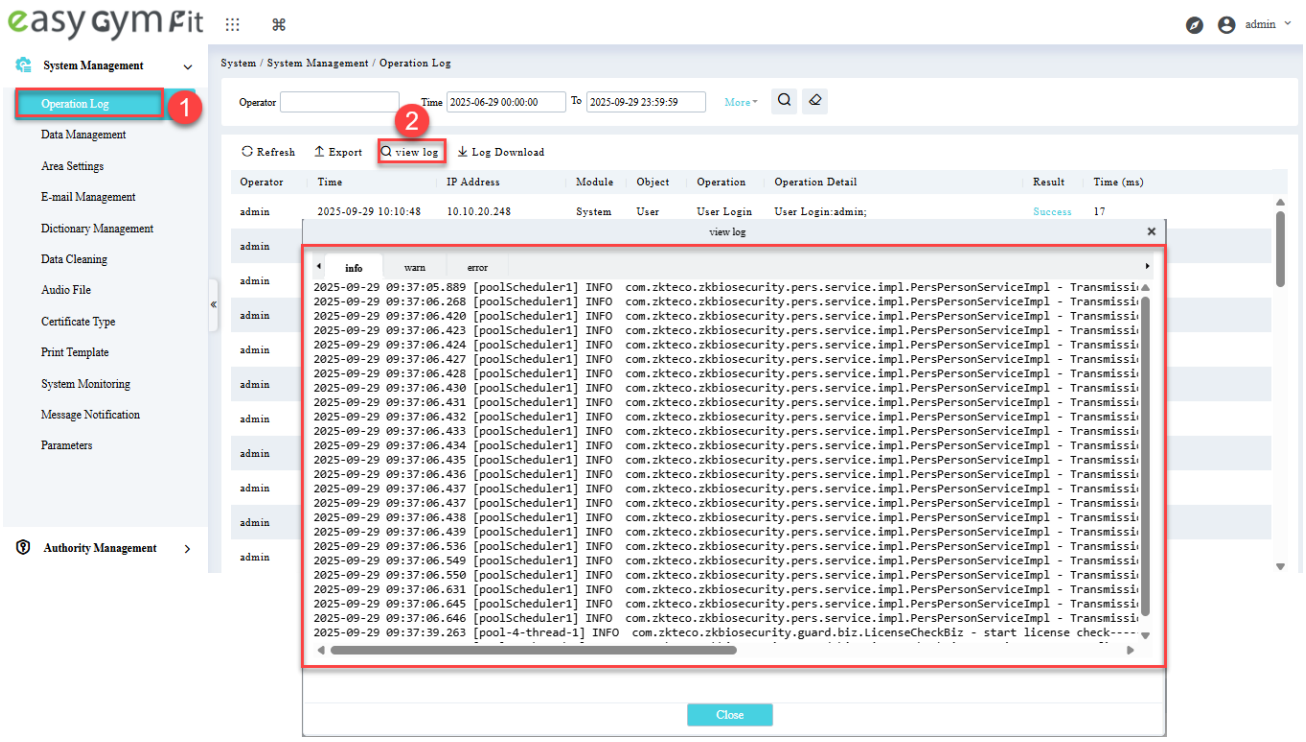
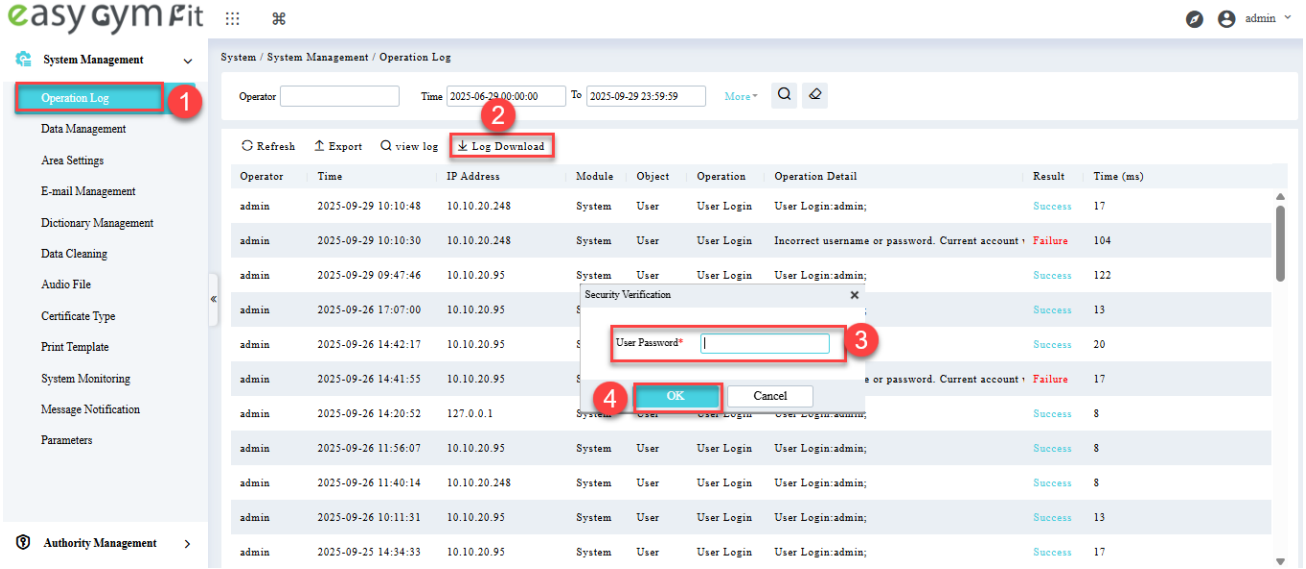
View Log

Click **View Log** to see the logs for info, warning, and error.



Log Download

Click **Log Download,** Enter the user password then click **Ok** to download the log.



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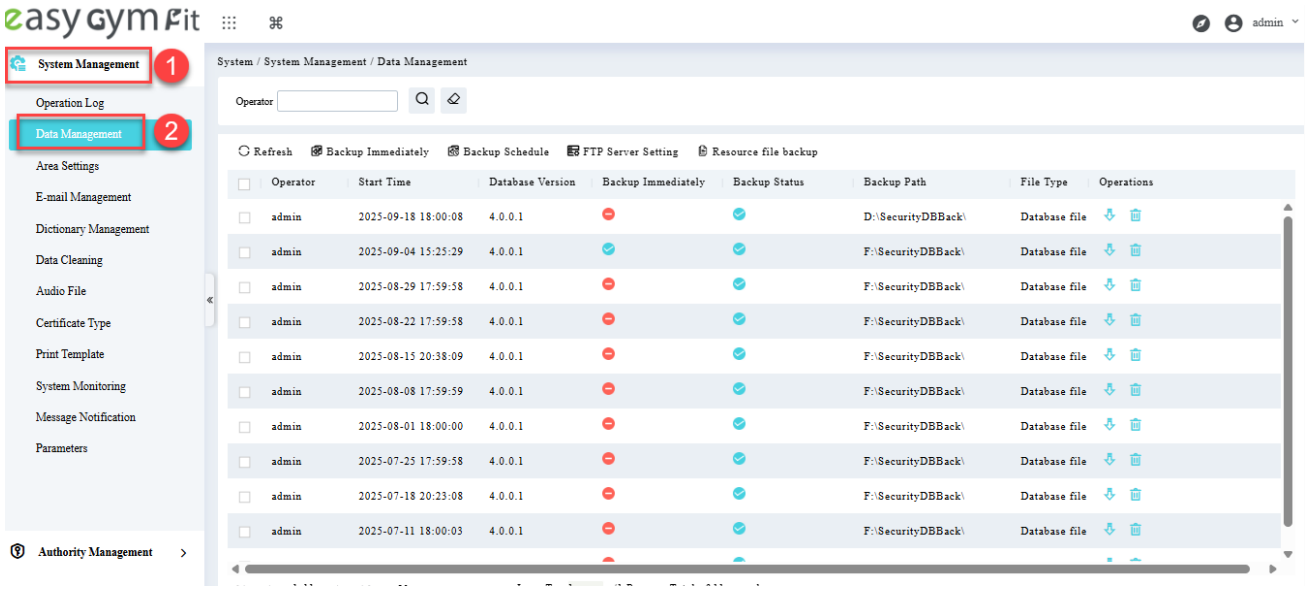
3.1.1 Data Management

Operation Steps

Click on **System** > **System Management** > **Data Management**.



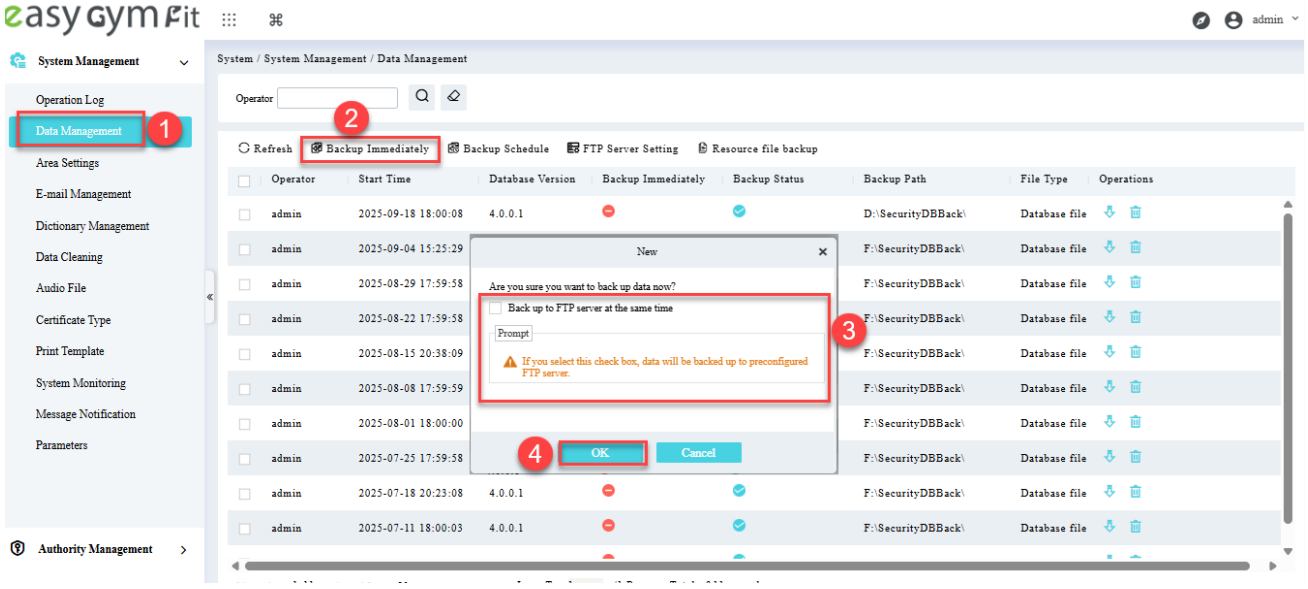
All history operation logs about data backup are displayed in this page. User can refresh, backup and schedule backup database as required.

Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the operation log.

Backup Immediately

Click **Backup Immediately.**Backup data to the path set in installation right now.



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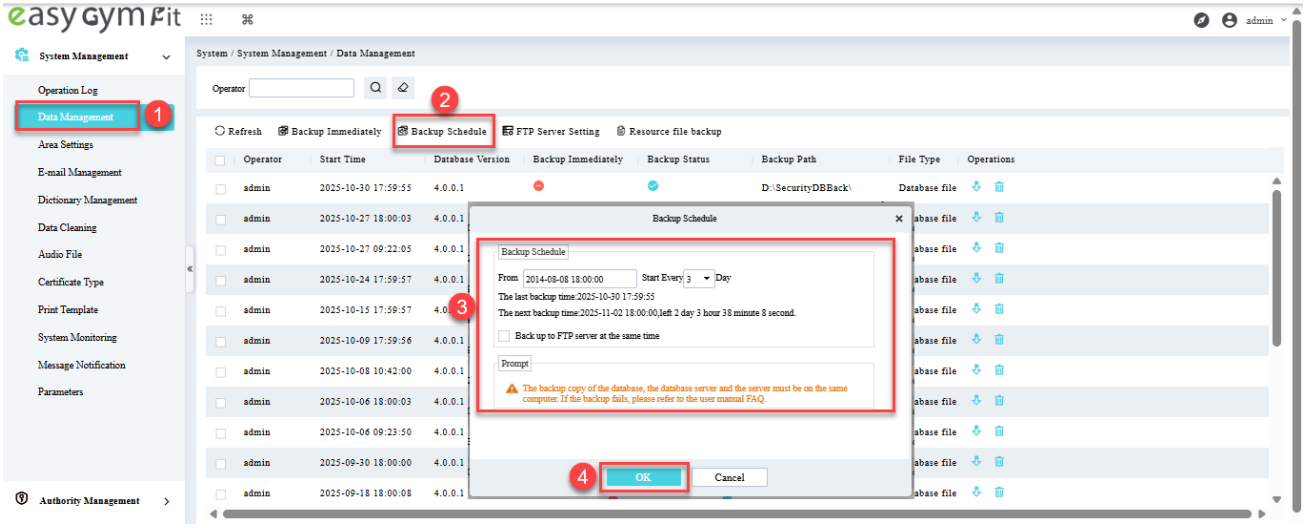
✍**Note:** The default backup path for the system is the path selected during the software installation. For details, refer to 'Software Installation Guide.'

Backup Schedule

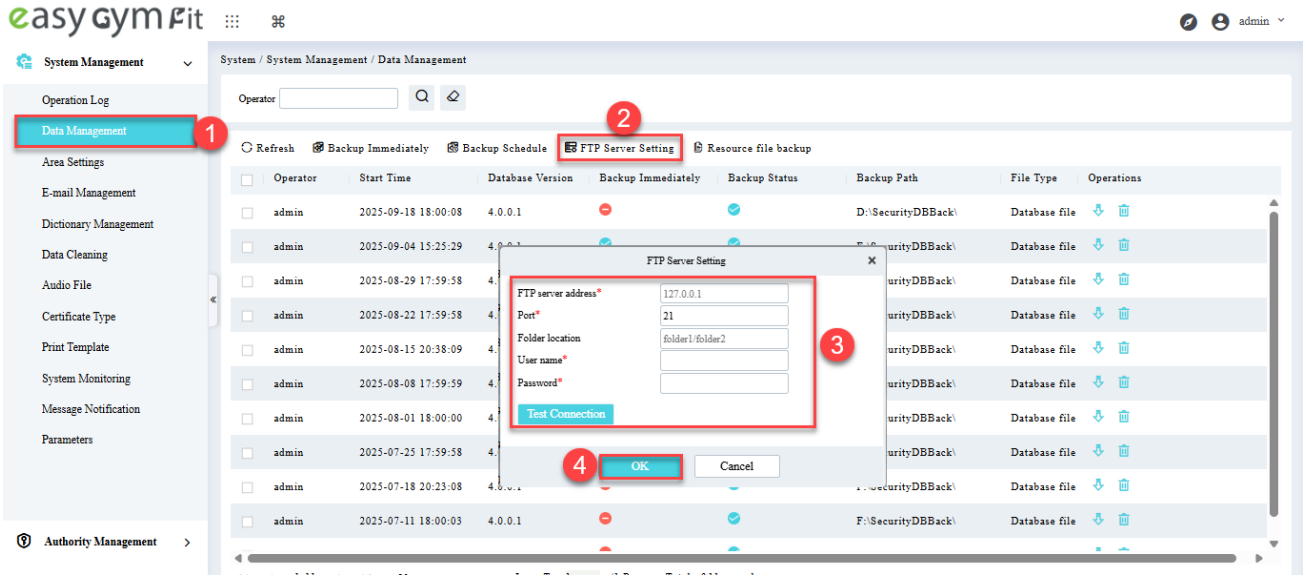
Step 1: Click on **Backup Schedule.**



Step 2: Set the start time, set the interval between two automatic backups, click **OK.**

FTP Server Setting

When the send mode is FTP Send Method, FTP parameters should be set. The parameters are FTP Server Address, Server Port, Folder Location, Username, and Password.



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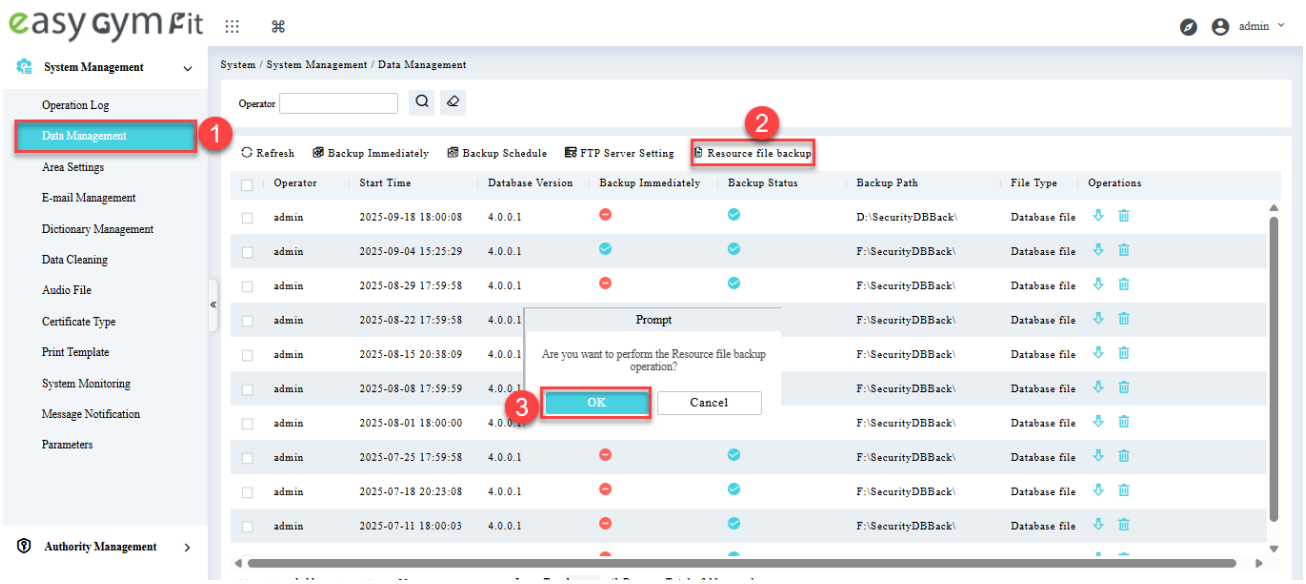
Parameter	Description
FTP Server Address	Enter the address FTP Server Address E.g.: such as 192.168.1.10.
Port	Enter the port number.
Folder Location	Enter the Folder location.
Username	Enter the Username of the FTP server.
Password	Enter the password for the FTP server.
Test Connection	After configuring the FTP parameters, click Test Connection to test whether the FTP server is communicating normally.

After the setup is completed, click the **OK** button, save and return to the Data Management interface.

Resource File Backup

Click **Resource File Backup** to start the backup of the resource file, and then click the **OK.**



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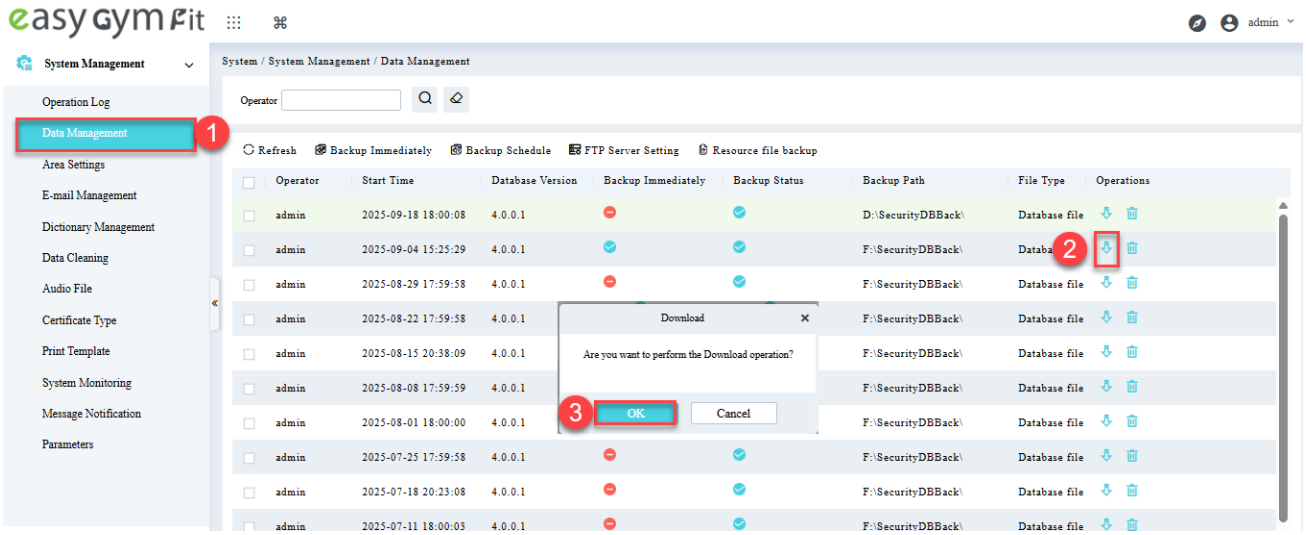
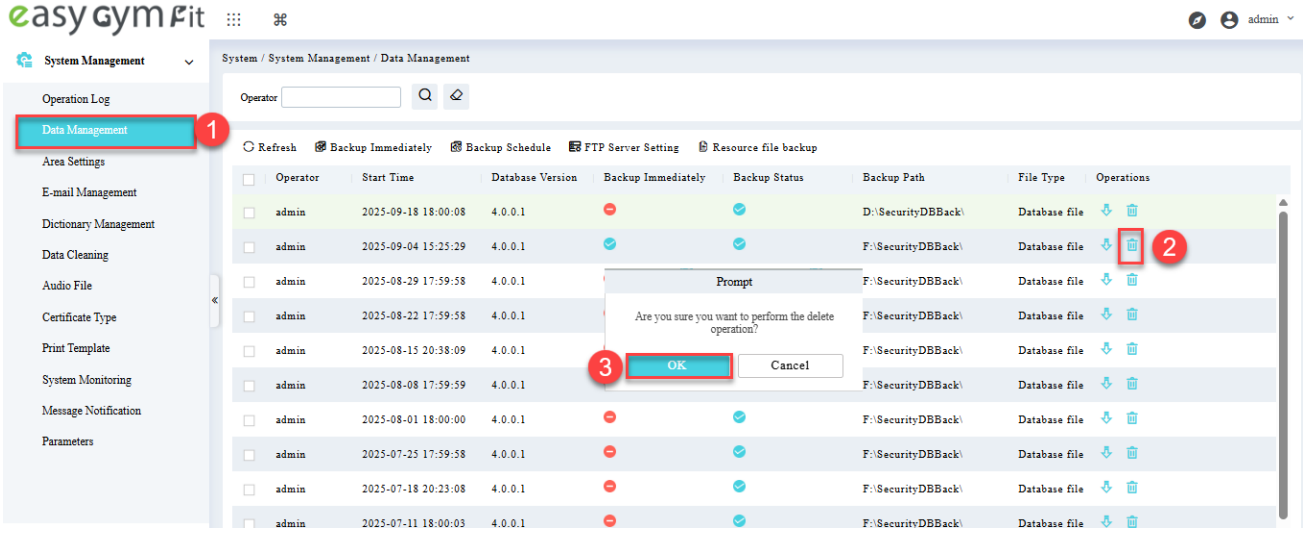
Download

Click **Download**, then click **Ok** to download the operation.



Delete

Select the operator, click **Delete**, and then click **OK** to delete the operator.



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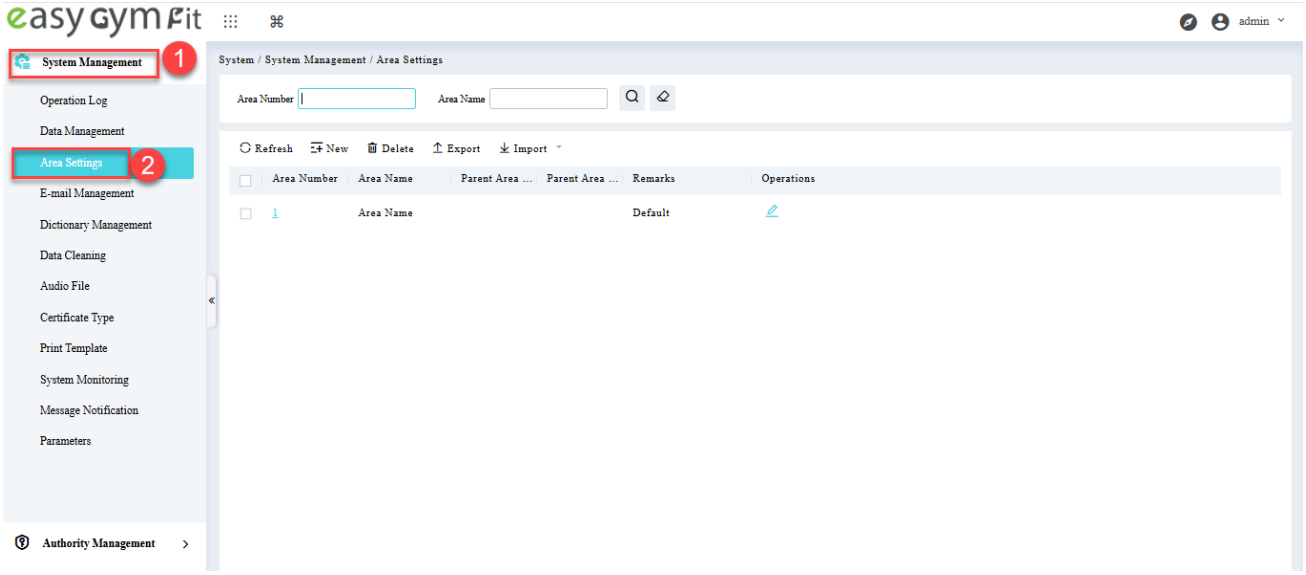
3.1.2 Area Settings

Area is a spatial concept which enables the user to manage devices in a specific area. After area setting, devices (doors) can be filtered by area upon real-time monitoring.

The system, by default, has an area named Headquarters and numbered **1**.

Click **System** > **System Management** > **Area Settings.**



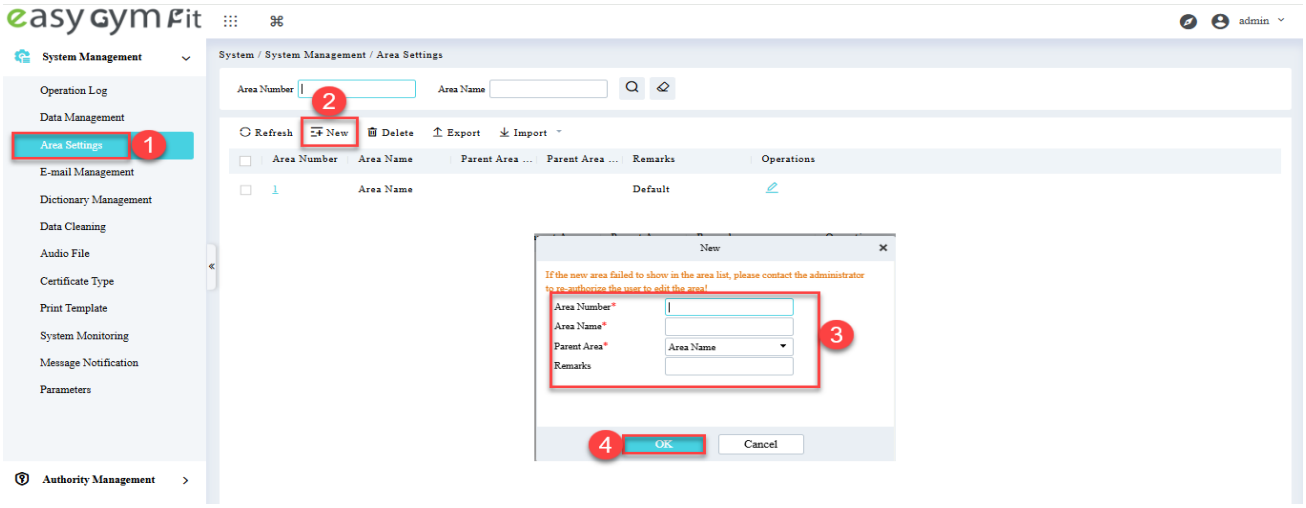
Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the area setting page.

New

Step 1: Click **System** > **System Management** > **Area Settings** > **New.**

Step 2: Click **OK** to finish adding.



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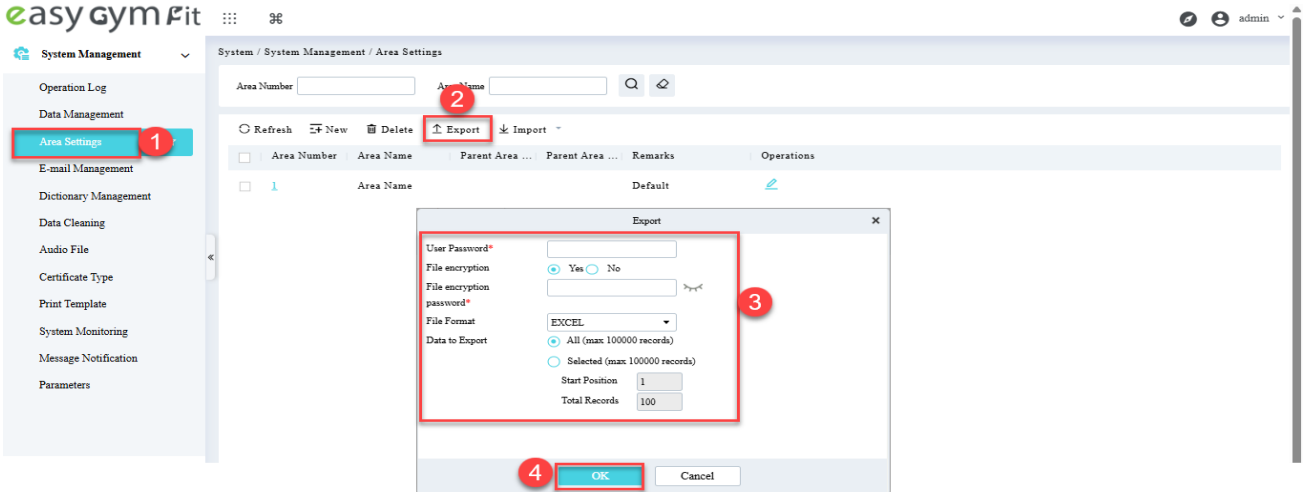
Parameter	Description
Area Number	Enter the area number. It must be unique.
Area Name	Enter the area name. Any characters with a length less than 30.
Parent Area	Determine the area structure of system.

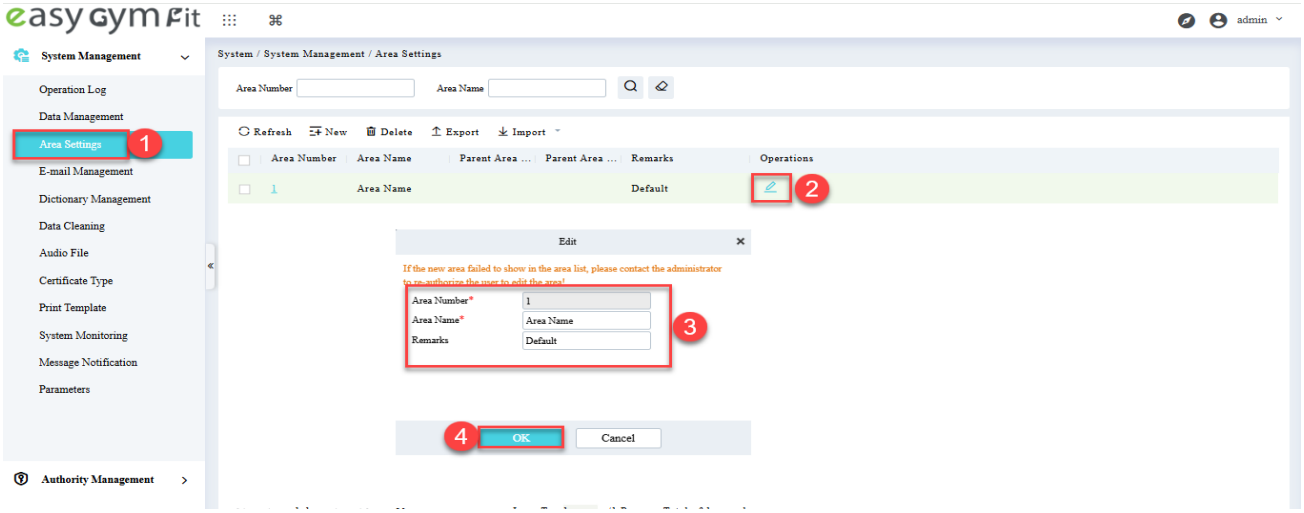
Export

Export the Area settings record, save to local. User can export to Excel, PDF, TXT or CSV file. Click Export See the following figure.



Edit

Click **Edit** under **Operations** to access the page for editing. After making changes, click **OK** to save the settings.



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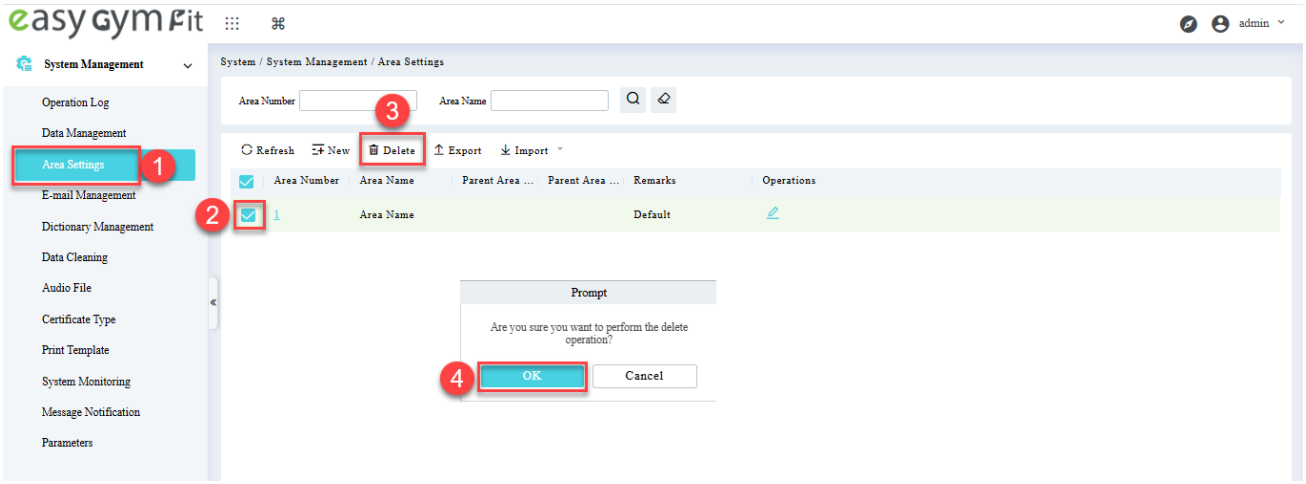
Delete an area

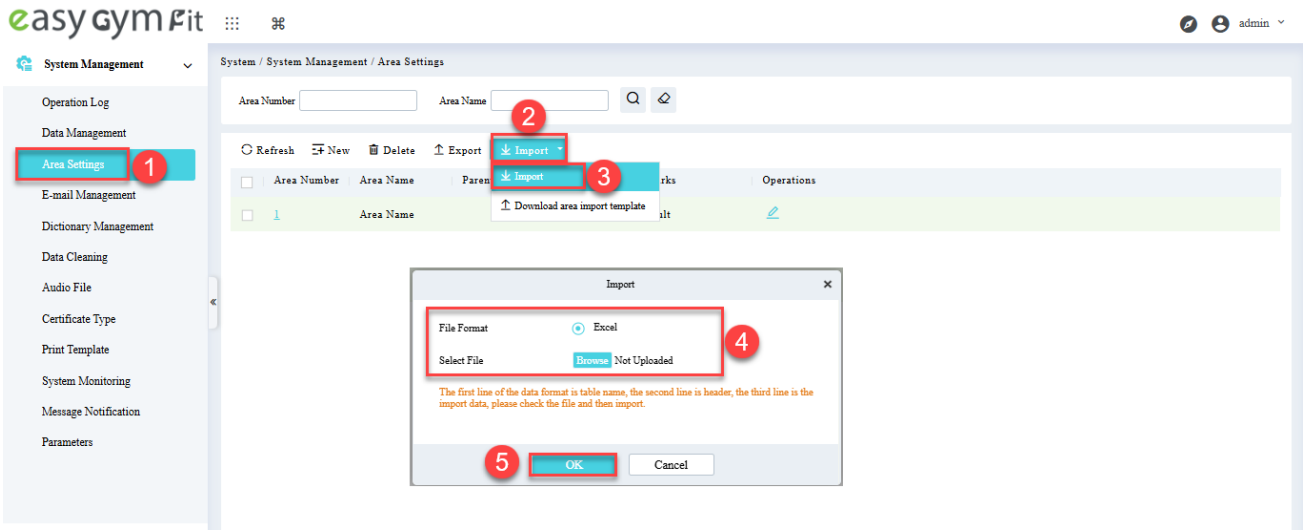
Select the area number click **Delete** and click **OK** to delete the area number.



Import

If there is a personnel file in user computer, user can Import it into the system.

Step 1: Click Import.



Step 2: Select the file format to be imported (default is Excel) and choose the file to be imported.

Step 3: If user wants to download the sample template excel file for importing, click the **Download Area Import Template.**

area import template				
Area Number	Area Name	Parent Area Number	Parent Area Name	Remarks

Step 4: Once the sample excel is downloaded, user can fill user data into it and save it. Then upload the saved file.

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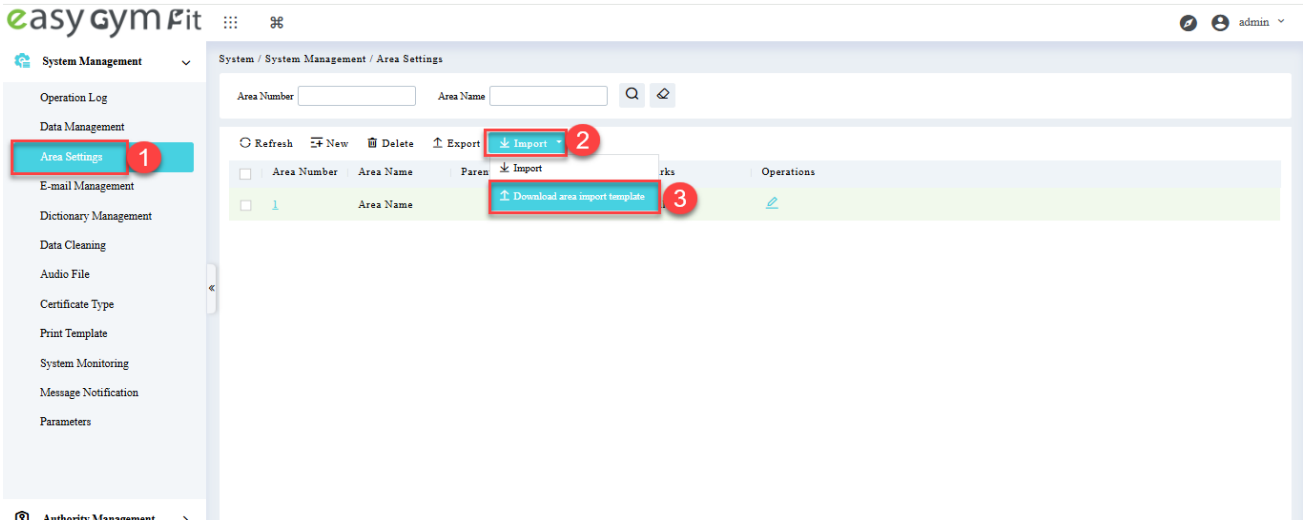
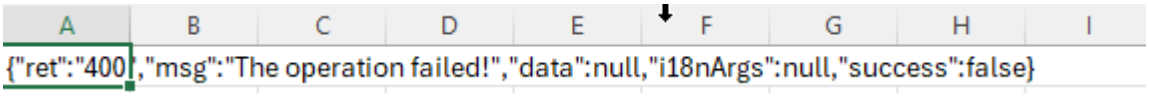
Download Area Import

Click **Download Area Import** to get the area import template.

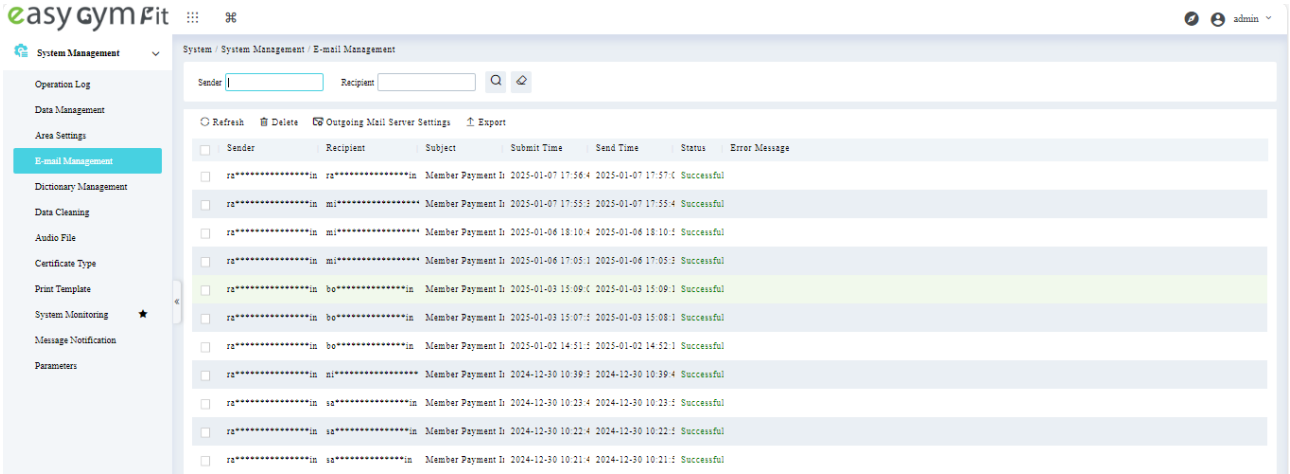




3.1.3 E-mail Management

Set the email sending server information. The recipient e-mail should be set in Linkage Settings.

Click **System** > **System Management** > **Email Management.**



Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the Email management page.

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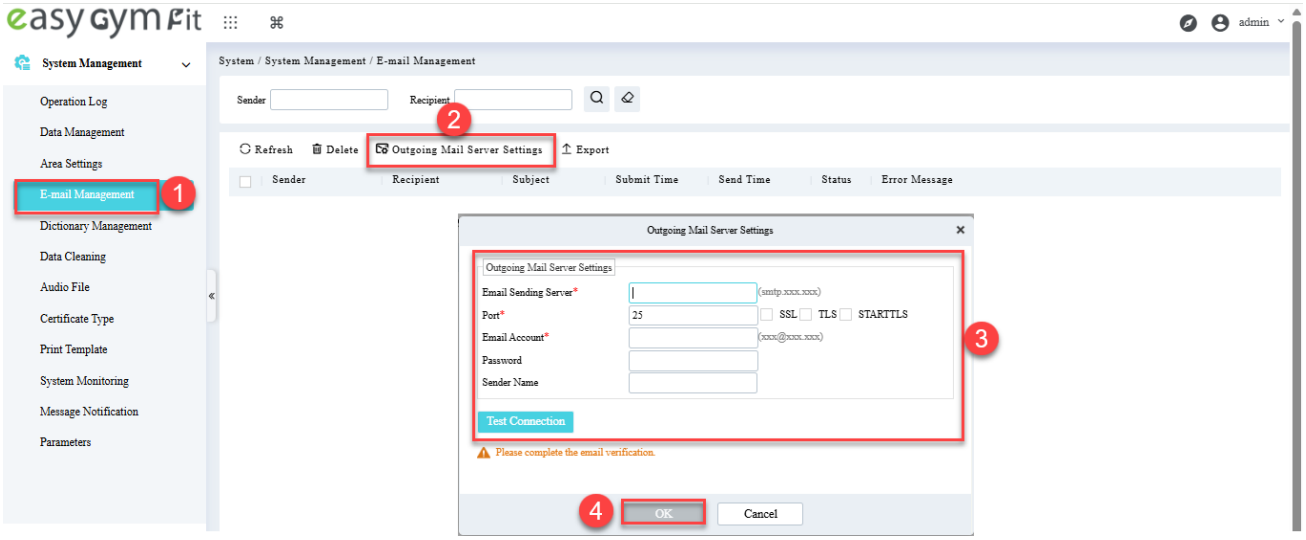
Delete

To delete an email management record, select and click **Delete**.

Outgoing Mail Server Settings

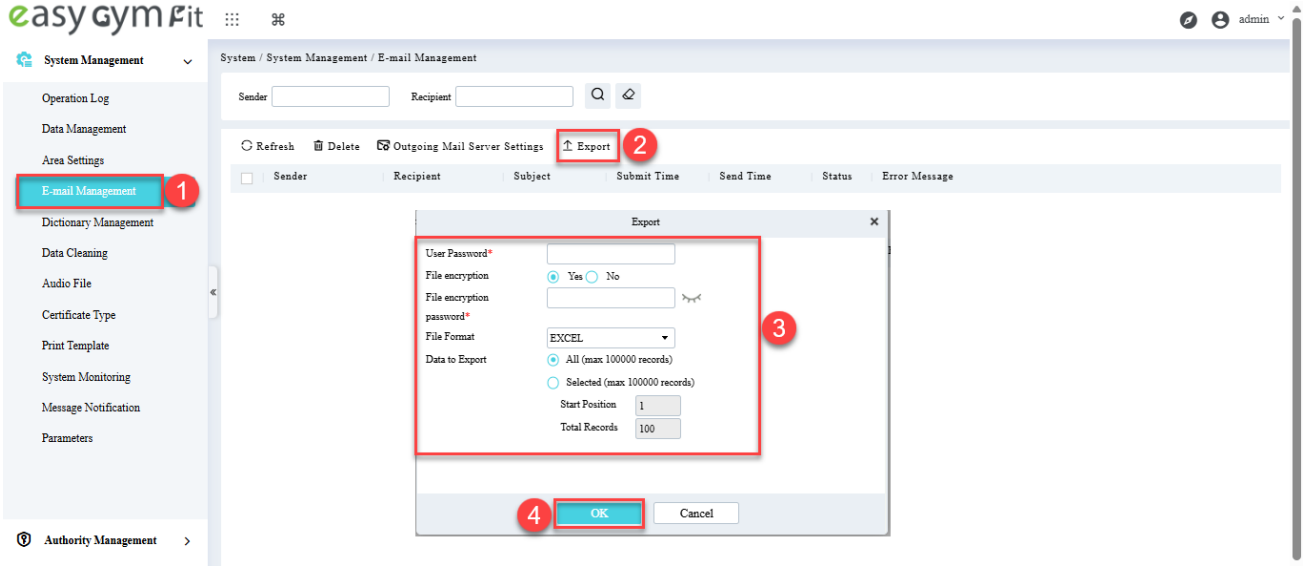
Click on **System** > **System Management** > **Email Management** > **Outgoing Mail Server** Settings.



Note: The domain name of E-mail address and E-mail sending server must be identical. For example, the Email address is test@gmail.com, and the E-mail sending server must be smtp.gmail.com.

Export

Export the E-mail management records, save to local. User can export to an Excel, PDF, TXT or CSV file. Click Export See the following figure.



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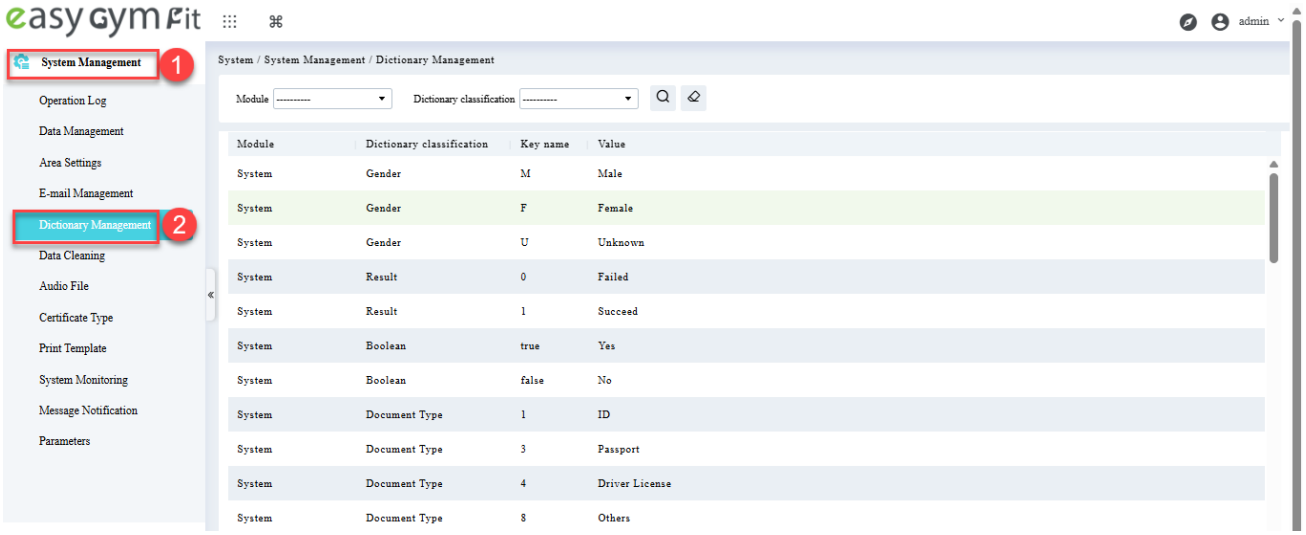
3.1.4 Dictionary Management

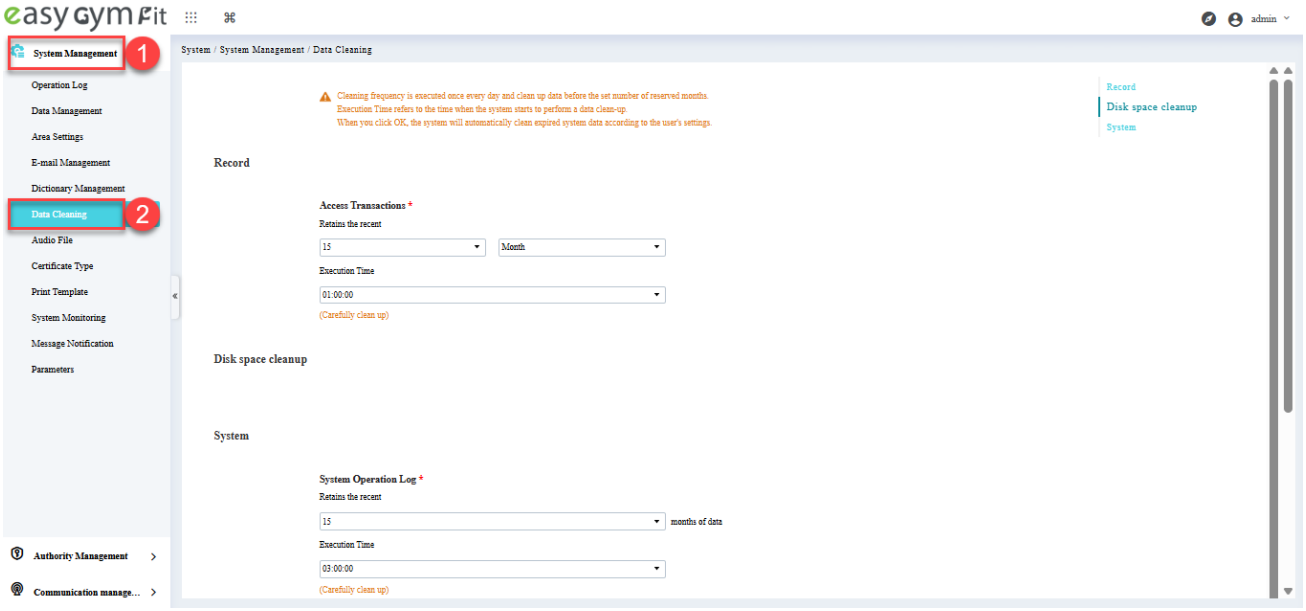
Data dictionary management function, users can find the meaning of error code and self-check software errors.



3.1.5 Data Cleaning

To save disk storage space, the expired data generated by the system must be cleaned up regularly.

Click **System** > **System Management** > **Data Cleaning**. The data cleaning frequency can be set to Day/Week/Month.



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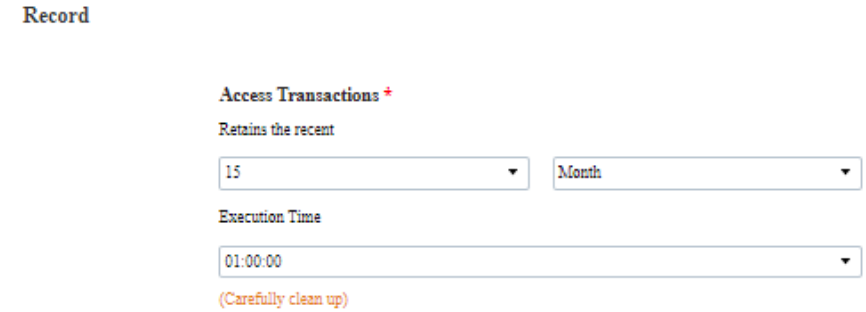
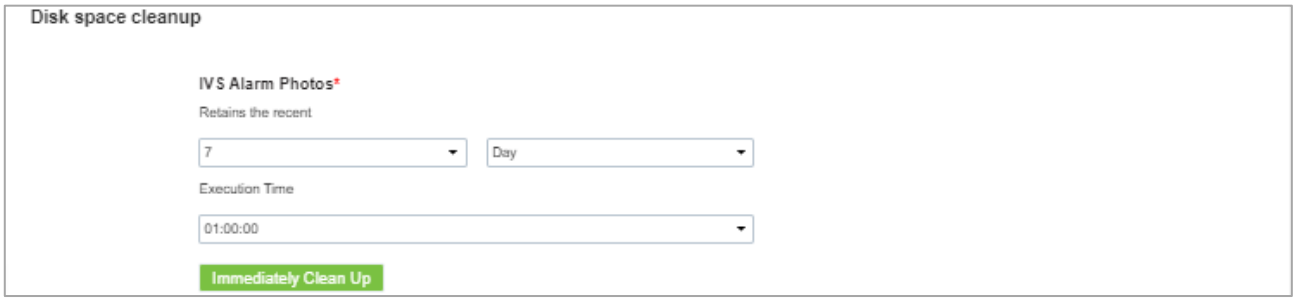
Record

This option helps user to set the frequency of retain the recent data of the access transaction.



Disk Space Cleanup

In this option you can set the frequency of the retains the recent and also clean up the selected days data.



System

This option helps user to clean up the system operation log, device commands and database backup file.

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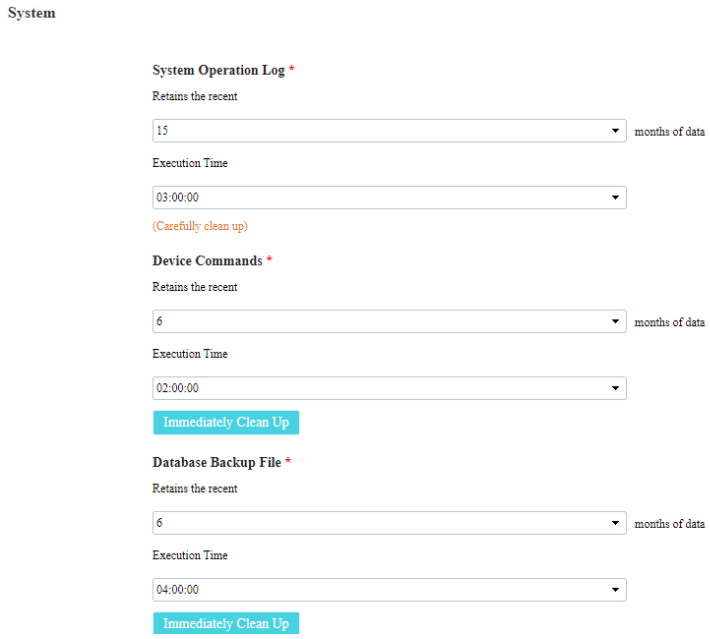
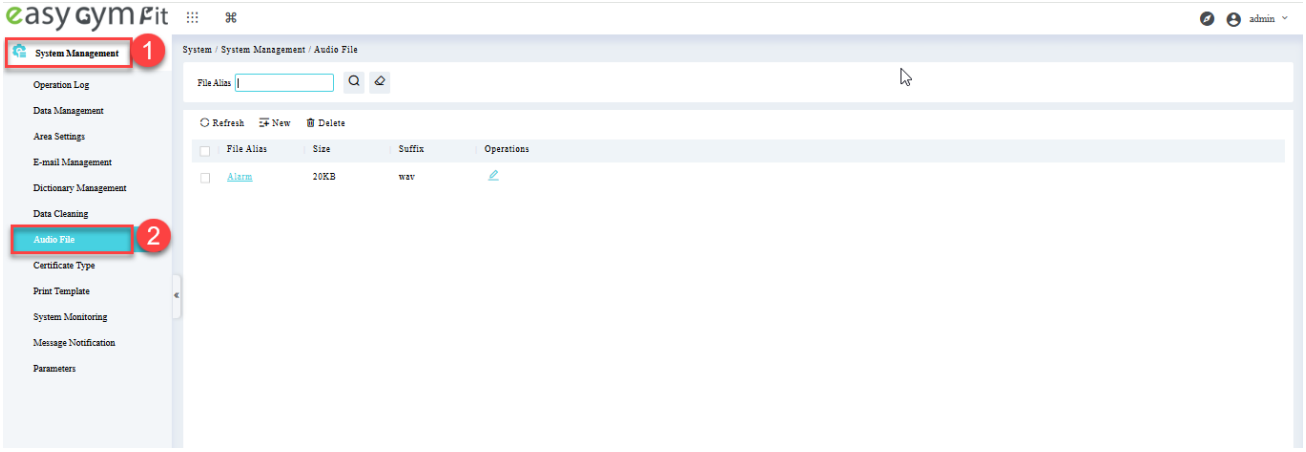


3.1.6 Audio File

Click **System** > **System Management** > **Audio File** to open the following interface:



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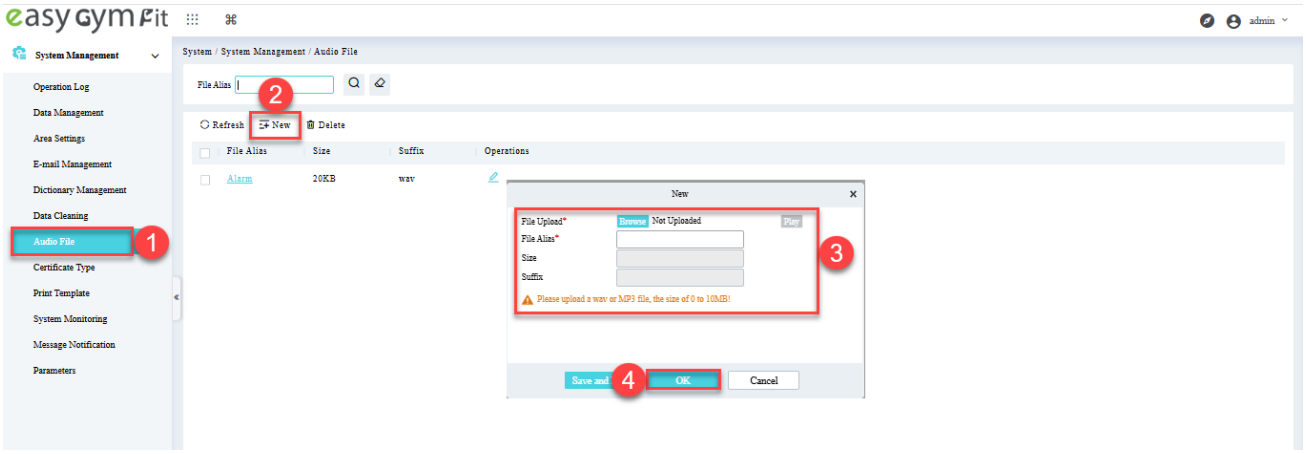
New

Operation Steps

Step 1: Click **System** > **System Management** > **Audio File** > **New**, the following window appears:



Step 2: Browse to upload an audio file locally. The file format must be in WAV or mp3 format and must not exceed 10MB in size.

Parameter	Description
File Alias (Name)	Enter the file name. Any character, up to 30 characters.
Size	After uploading the file, the file size is automatically generated.
Suffix	After uploading the file, the suffix of the file is automatically generated.

Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the Audio file page.

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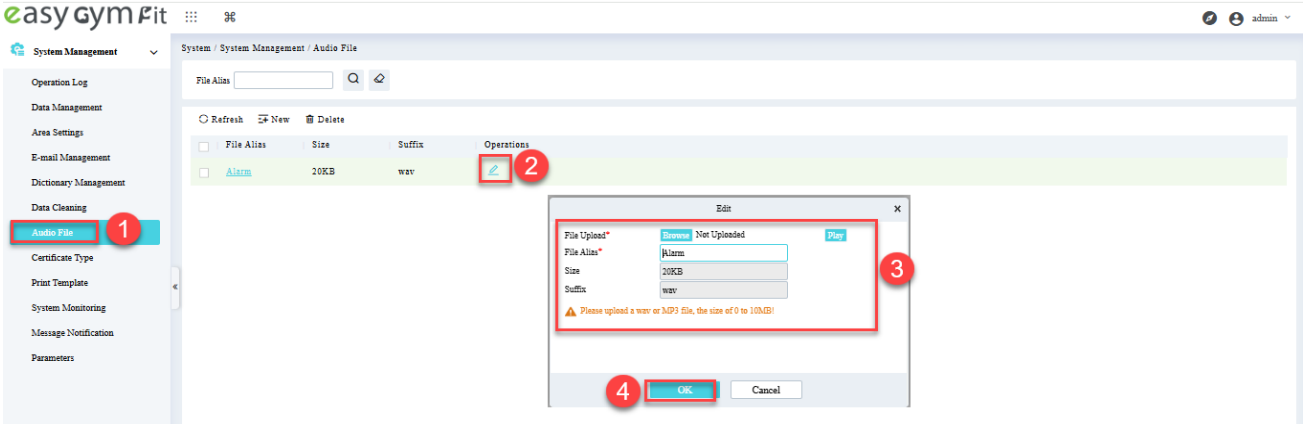
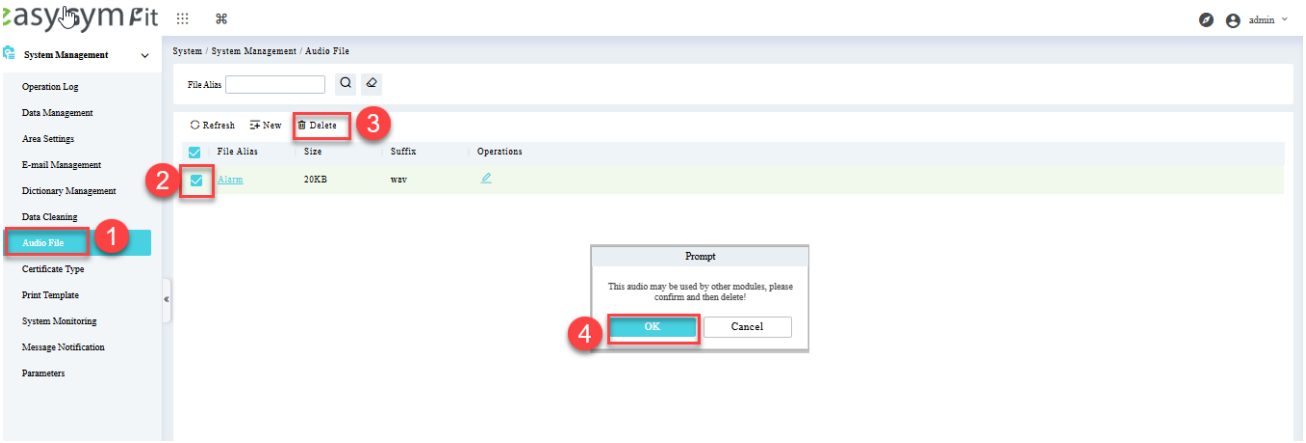
Edit

Click the file name or **Edit** to edit the audio file details which support replacing the audio files and editing the file name. The "size" and "suffix" automatically change depending on the size and type of audio file being uploaded. After editing, click **OK**



Delete

Select the specified audio file to delete and click **Delete**. Then click **OK** to save the setting.



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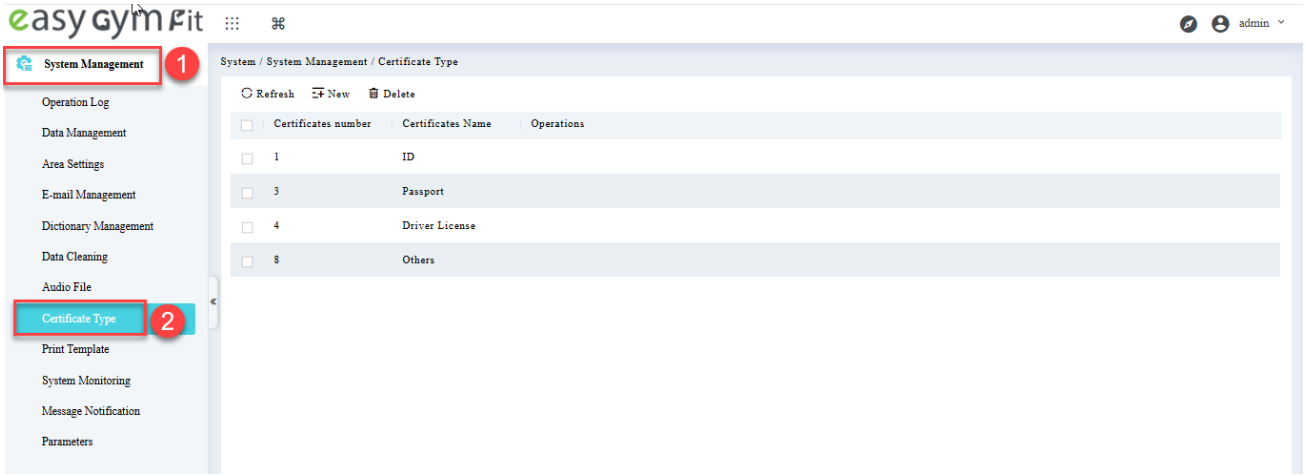
3.1.7 Certificate Type

The system initializes 9 certificate types. User can add the required certificate type for personnel and visitor registration.

Click **System** > **System Management** > **Certificate Type**.



Refresh

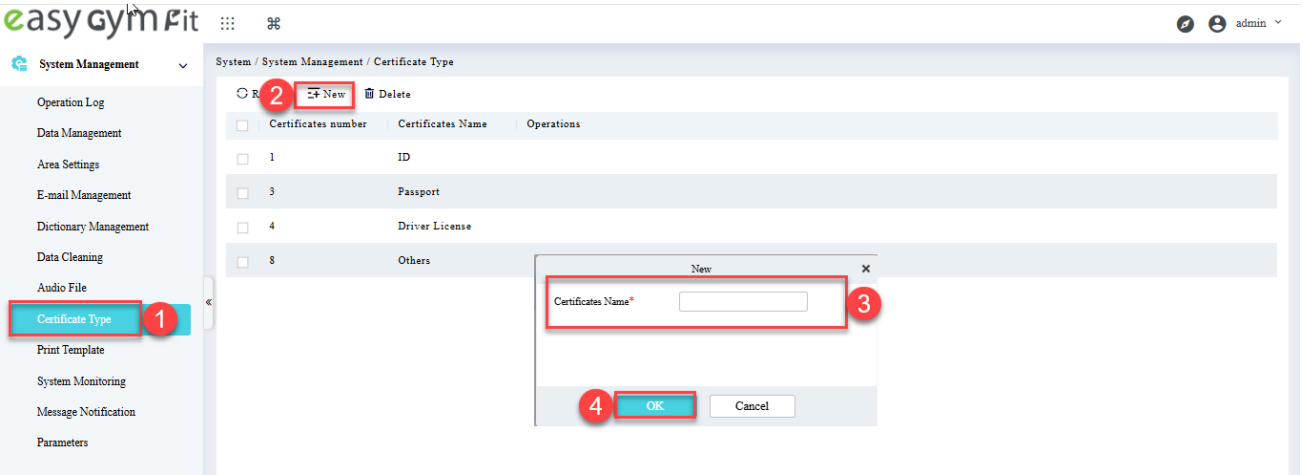
Click **Refresh** at the upper part of the list to get the most updated version of the certificate type page.

New

Operation Steps

To add the certificates, click **System** > **System Management** > **Certificate Type**> **New.**

Certificate Name: Enter the certificate name.



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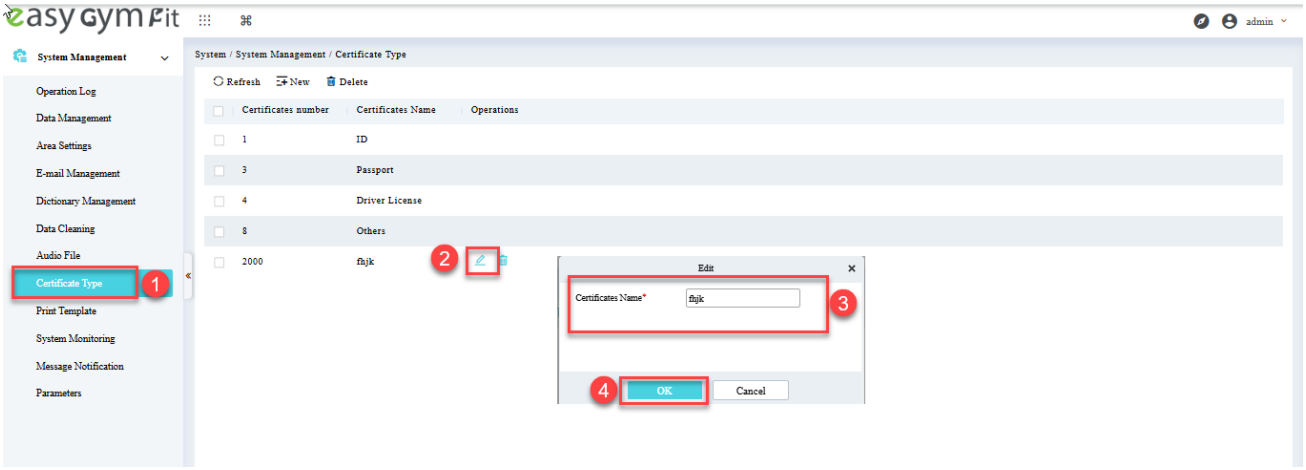
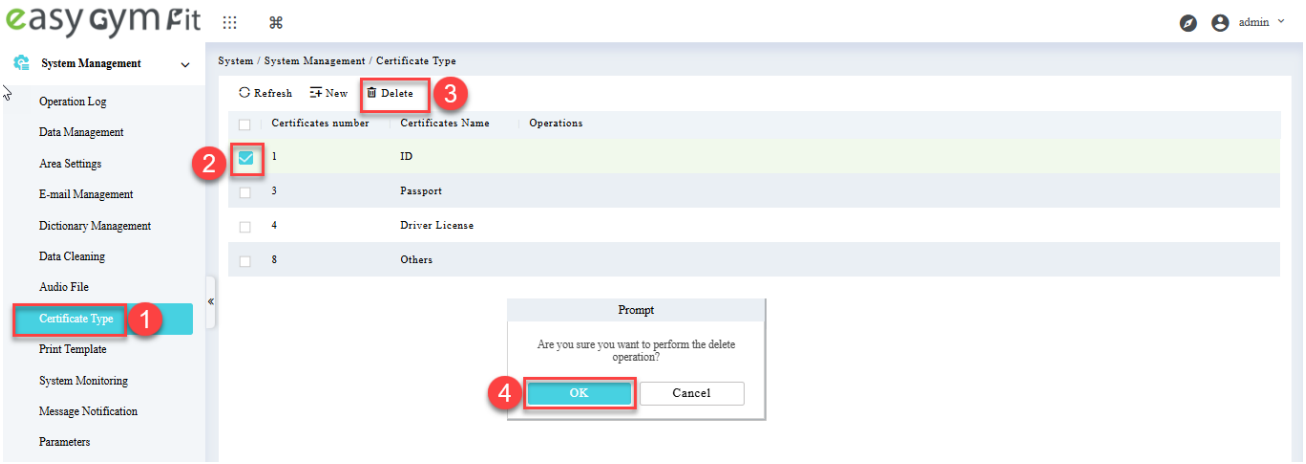
Edit

Select the specified certificate to edit and click **Edit.** Then enter certificate name and click **OK** to save the setting.



Delete

Select the specified certificate to delete and click **Delete.** Then click **OK** to save the setting.



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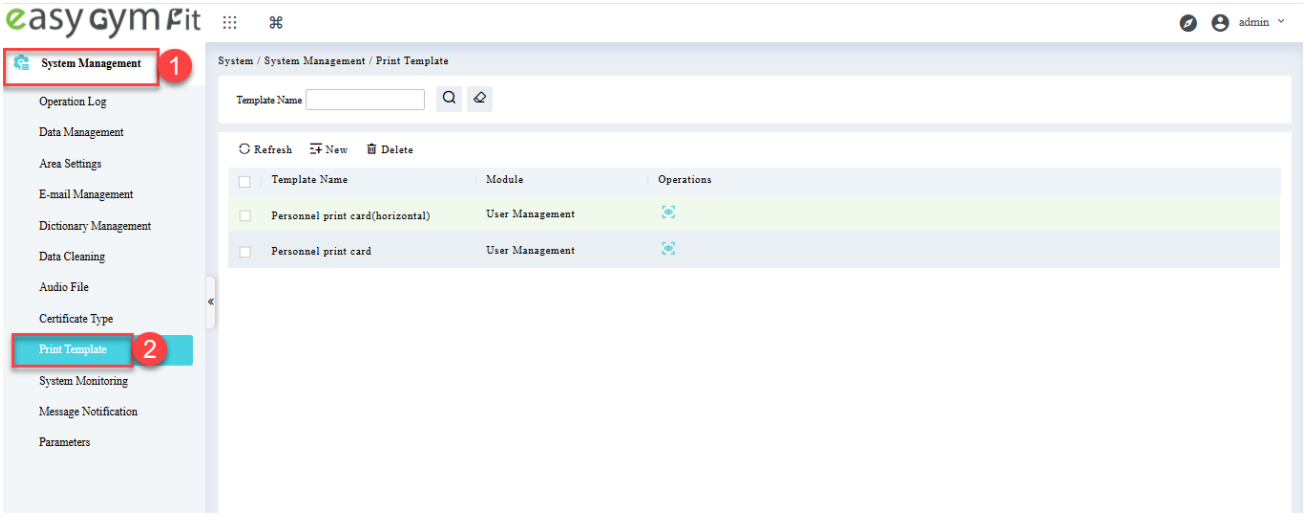
3.1.8 Print Template

User can manage the template for different cards: Personnel print card template, Visitor receipt template/Card template are all configured here. The system initializes 5 types of personnel and visitor print templates.

Step 1: Click **System** > **System Management** > **Print template.**

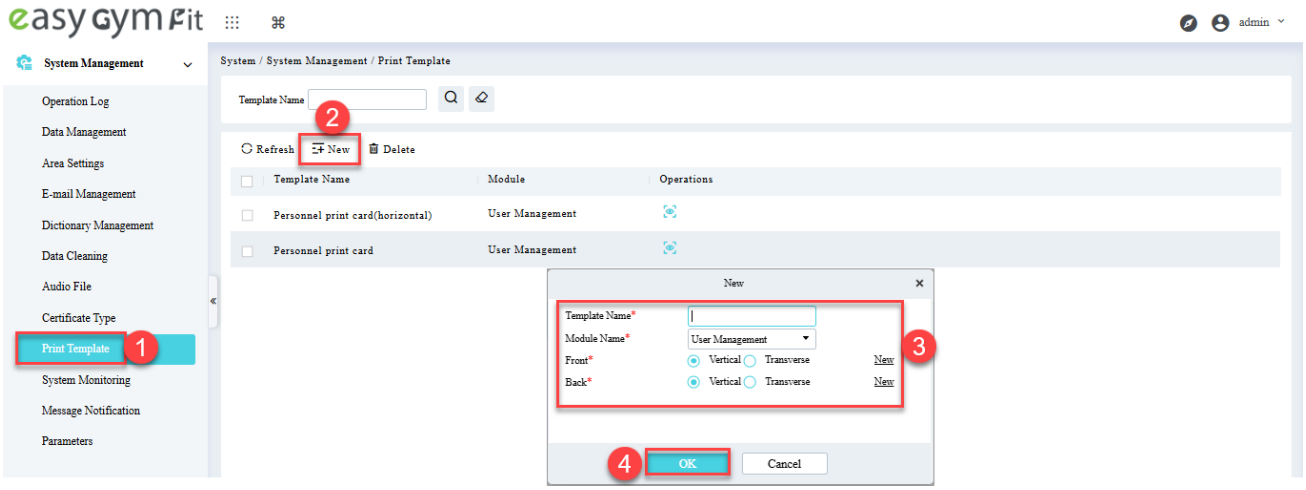


Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the Print Template page.

Add

To add the certificates, click **System** > **System Management** > **Print Template** > **New.**



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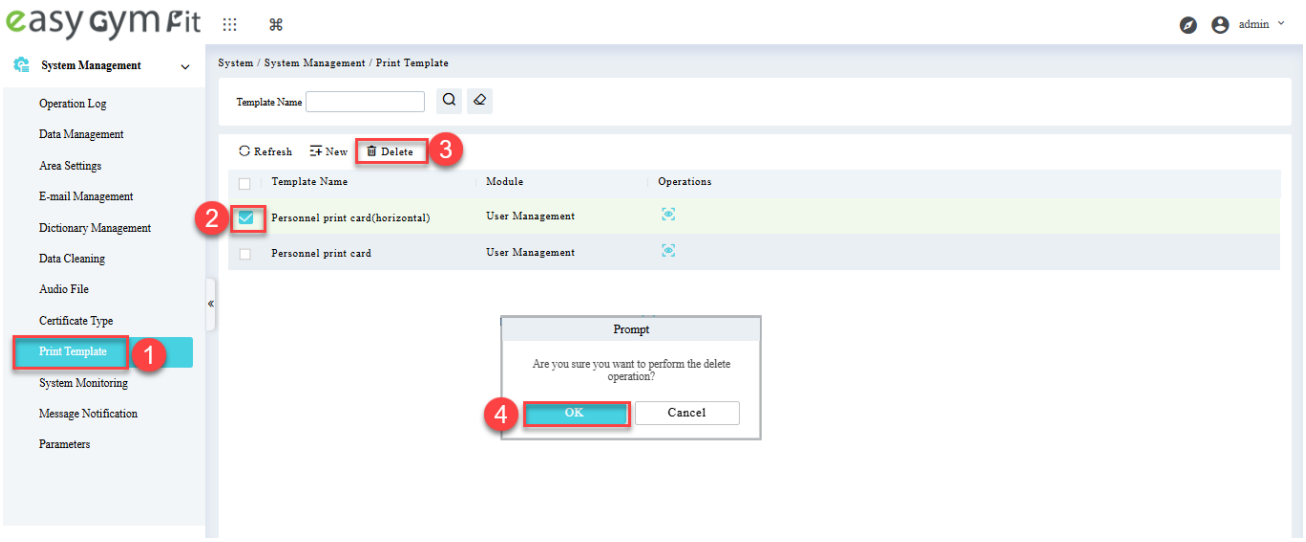
Delete

Select the specified template to delete and click **Delete**.



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3.1.9 System Monitoring

The system monitoring function displays the server processor usage, host memory usage, processor information, memory information, java virtual machine memory usage and other information.

Click **System** > **System Management** > **System Monitoring.**

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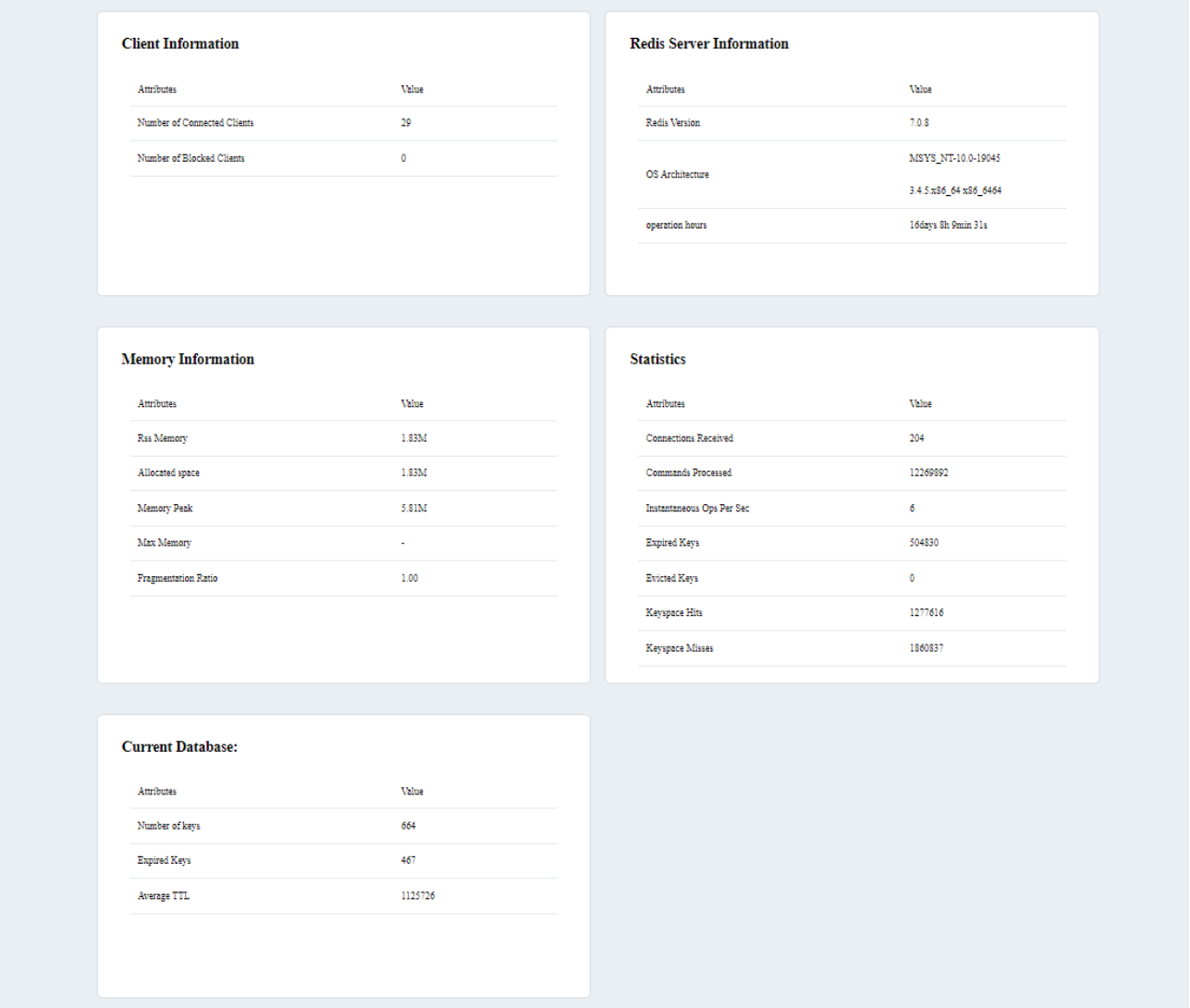
Catching

This option helps user to know about memory information, Redis information, client information and also current database.



Client Information

Attributes	Value
Number of Connected Clients	29
Number of Blocked Clients	0

Redis Server Information

Attributes	Value
Redis Version	7.0.8
OS Architecture	MSYS_NT-10.0-19045 3.4.5.x86_64.x86_64
operation hours	16days 8h 9min 31s

Memory Information

Attributes	Value
Ras Memory	1.83M
Allocated space	1.83M
Memory Peak	5.81M
Max Memory	-
Fragmentation Ratio	1.00

Statistics

Attributes	Value
Connections Received	204
Commands Processed	12269892
Instantaneous Ops Per Sec	6
Expired Keys	504830
Evicted Keys	0
Keyspace Hits	1277616
Keyspace Misses	1860837

Current Database:

Attributes	Value
Number of keys	664
Expired Keys	467
Average TTL	1125726

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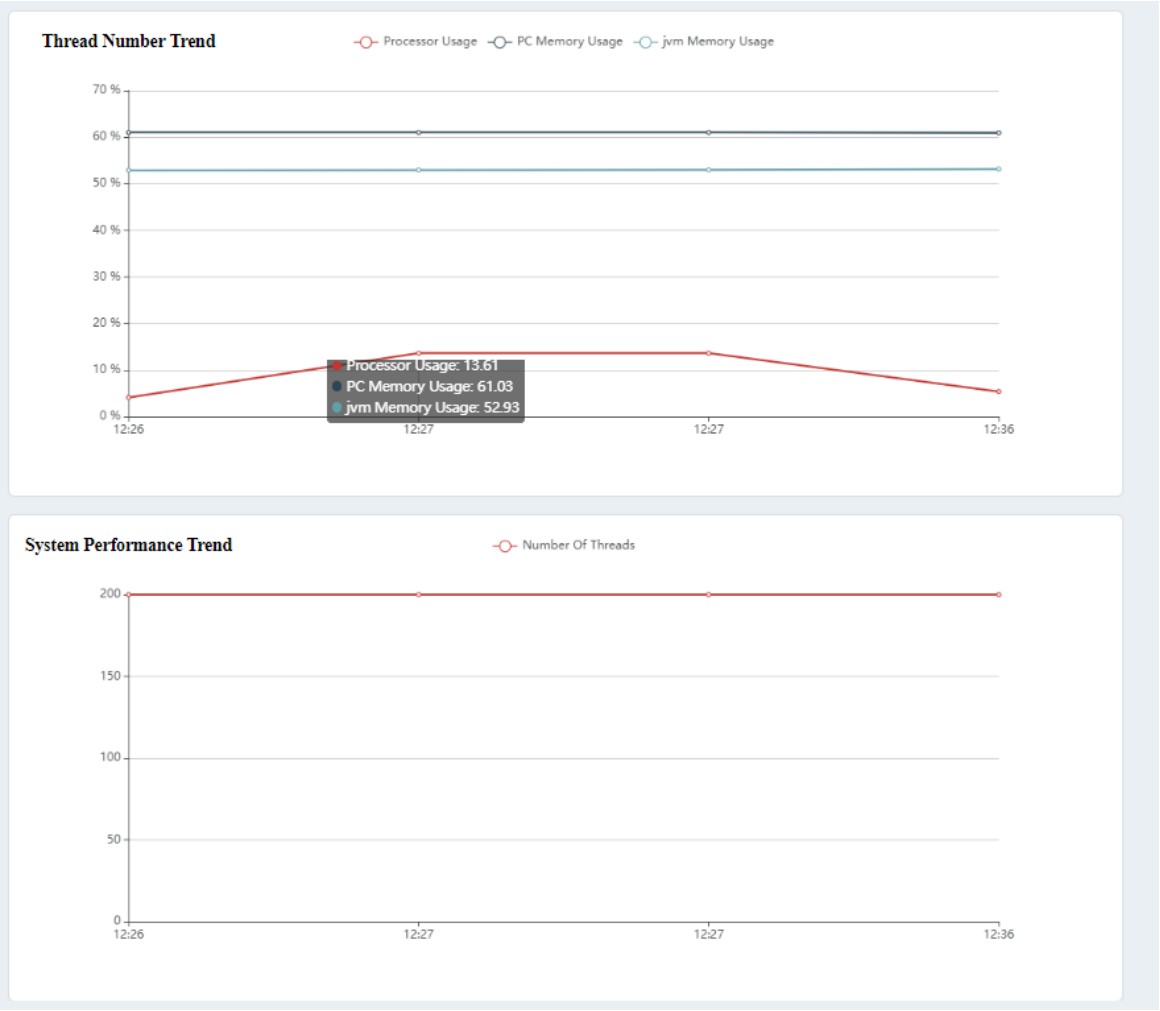
Trend Information

This option shows the graphical representation of processor usage, PC memory usage and JV memory usage.



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3.1.10 Message Notification

Click System> System Management > Message Notification.

Event Notification Settings

3.1.11 Parameters

QR Code Setting

Step 1: Click **System** > **System Management** > **Parameter** > **QR Code Setting.**

Step 2: Enable QR code Click **System**> **System Management** > **Parameter** > **YES** or **NO** for Enable the QR code

Step 3: Enable QR code If YES click **YES** > **Static**. It will be fixed the QR information same manner for the rest of time.

Step 4: Enable QR code If YES click **YES**> **Dynamic** > **Valid Time.** It will generate new QR code every 30 seconds.

Date Time Format Settings

Here user can set the date and time format.

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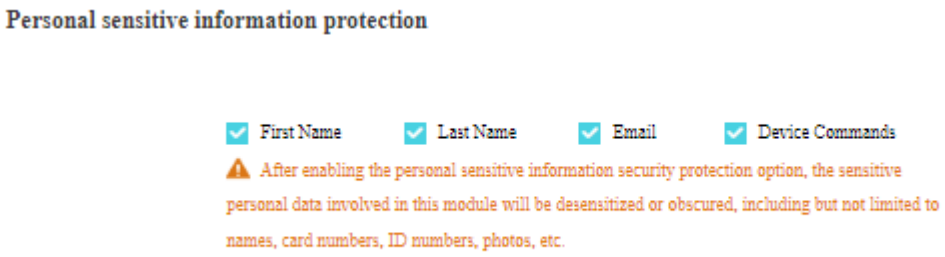
Personal sensitive information protection



Privacy Policy

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3.2 Authority Management

3.2.1 User

New

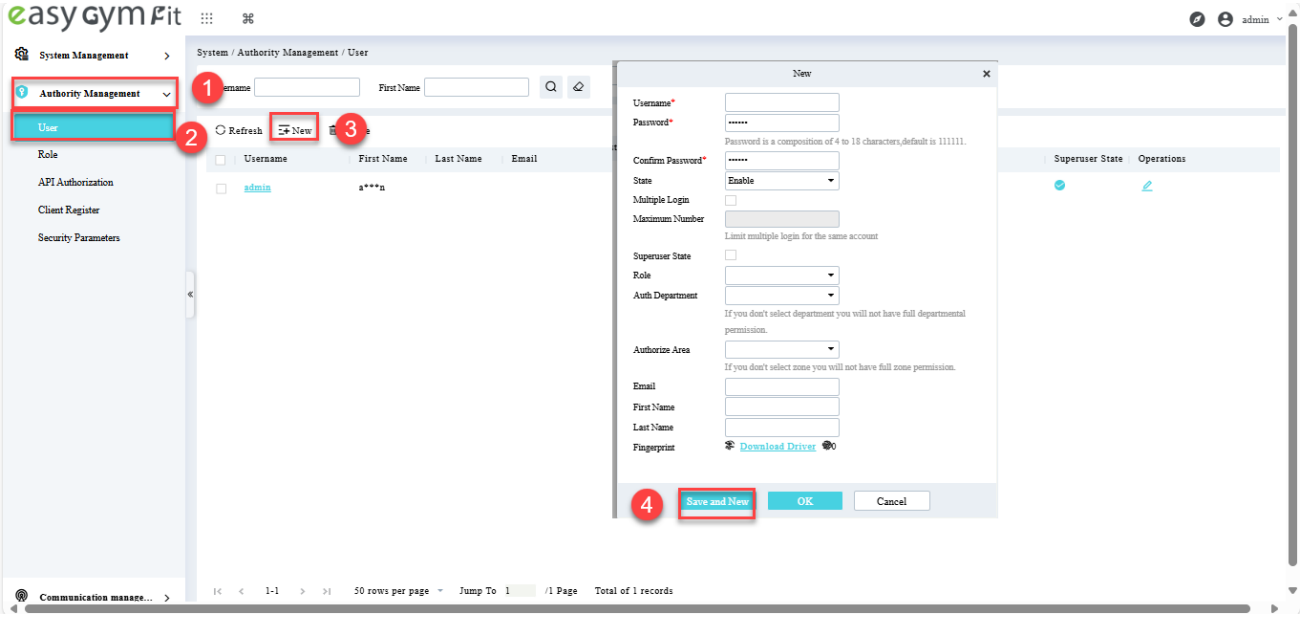
This section describes how to configure Step to add an administrator user in Easy Gym Fit.

Operation Steps

Step 1: In the System module, choose Authority Management > User.

Step 2: Click **Add** to pop up the new user interface.

Step 3: On the Add role page, set role rights as required, as shown in the figure below and the table below describes parameters to be set.



Parameter	Description
User Name/Password	Users can customize their username and password used for login.
State	Set whether the user can log in and operate the system.
Connection Limit/Maximum Logins	If this parameter is not selected, the number of simultaneous logins is not limited.
Superuser Status	This parameter specifies whether the user has all rights by default. If the user clicks this parameter, they are considered a super user, and no role is required.
Role	Set a role for the user. The user has all Operation permissions configured for the role.
Authorize Department	Authorization sets the department permissions of the user.

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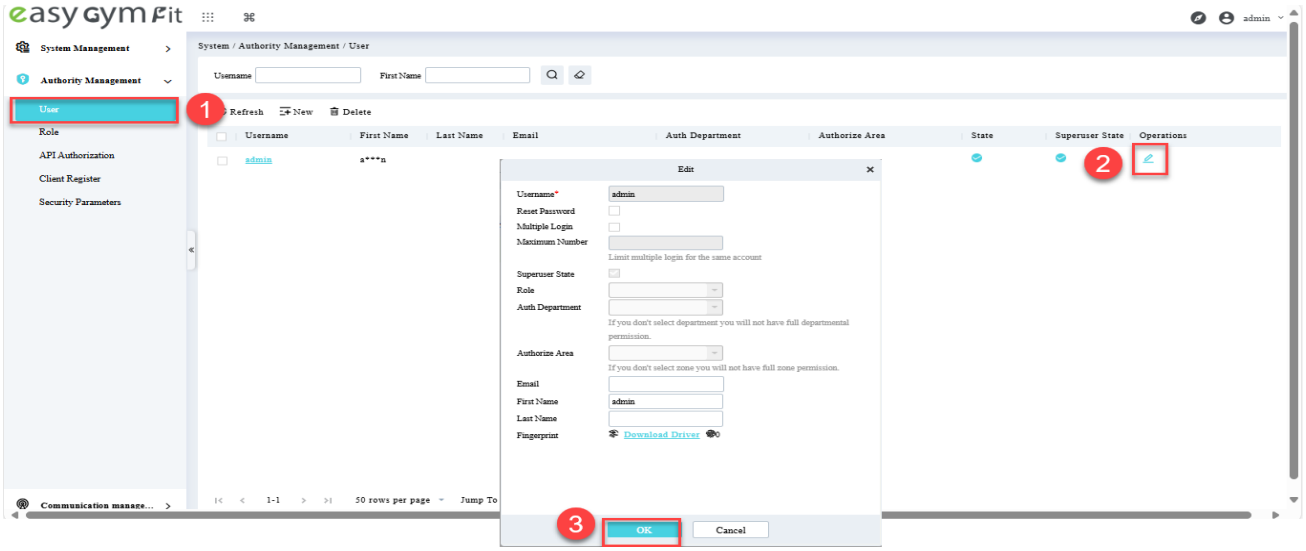
Parameter	Description
Authorized Permission	Authorization sets the area rights that the user has.
Email	Customizes this user's mailbox, which can be used to retrieve the password.
The Name	Custom sets the name of this user.
The Fingerprint Registration	Register this user's fingerprint.

Step 4: Click **OK** to finish configuring the new user.

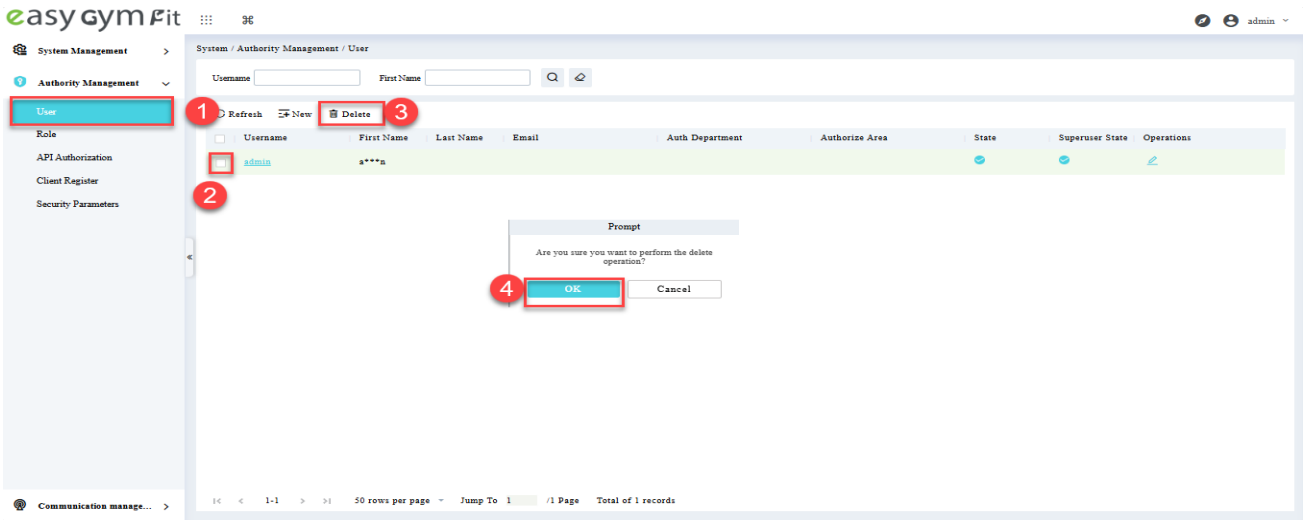
Edit

Click **Edit,** enter the required details, and click **OK.**



Delete

After choosing the username the user wishes to remove, select the Delete option and then **OK.**



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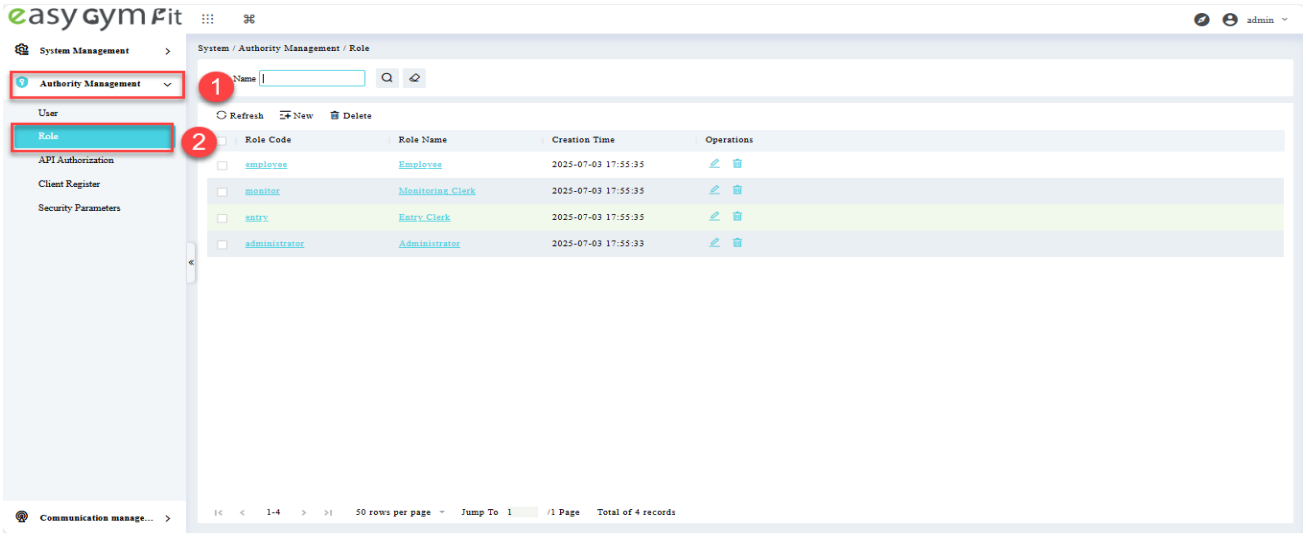
3.2.2 Role

When using the system, the super user needs to assign various levels to new users. Avoid setting users one by one, users can set roles with specific levels in role management and assign appropriate roles to users when adding users. A super user has all the levels, can assign rights to new users and set corresponding roles (levels) according to requirements.



Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the user page.

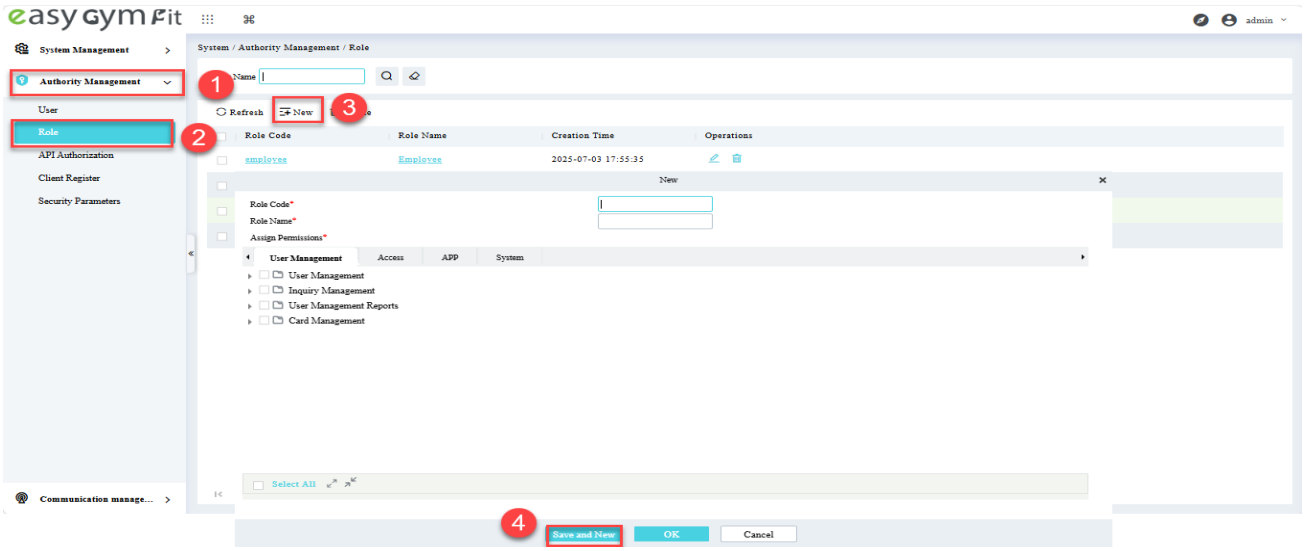
New

Operation Steps

Step 1: Click **System** > **Authority Management** > **Role** > **New.**

Step 2: Set the name and assign permissions for the role.

Step 3: Click **OK** to save.



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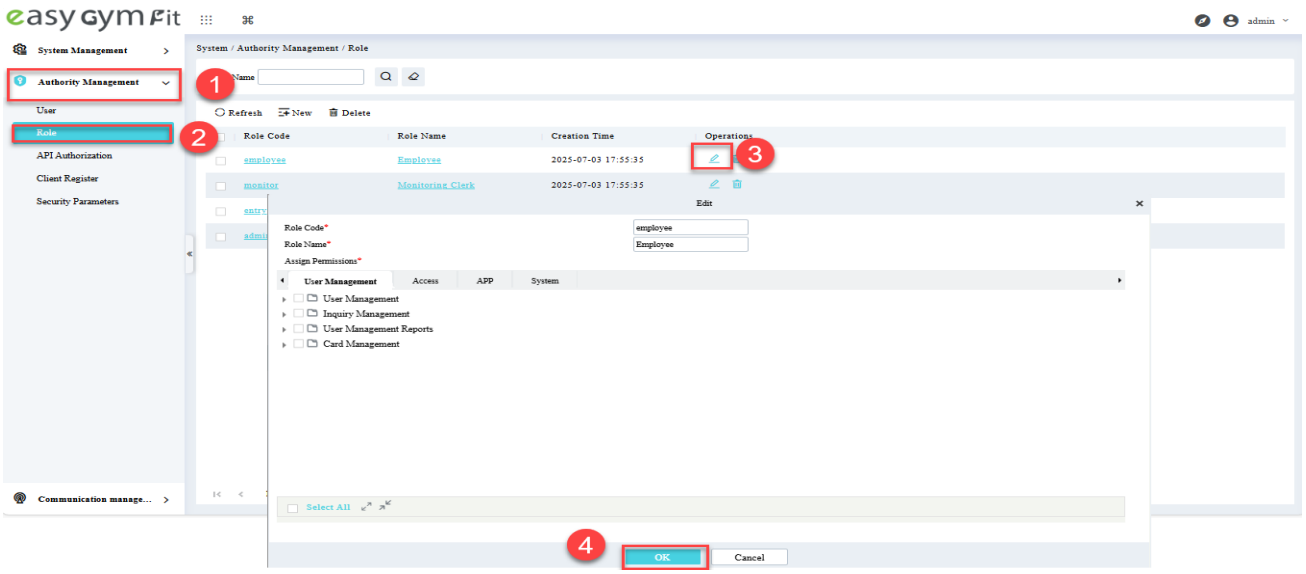
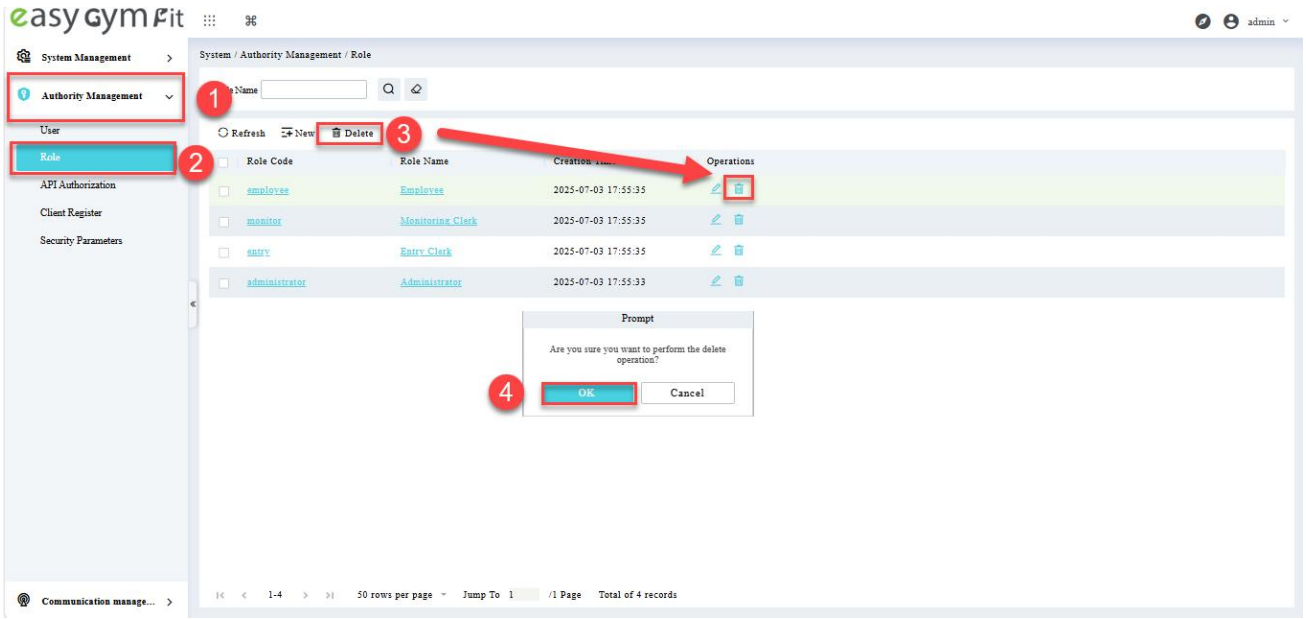
Edit

Click **Edit** icon then enter the Role Code and, Role Name. After that, modify Assign Permissions, then click **OK.**



Delete

Select the Role Code, click on **Delete,** then click **OK** to delete the role code.



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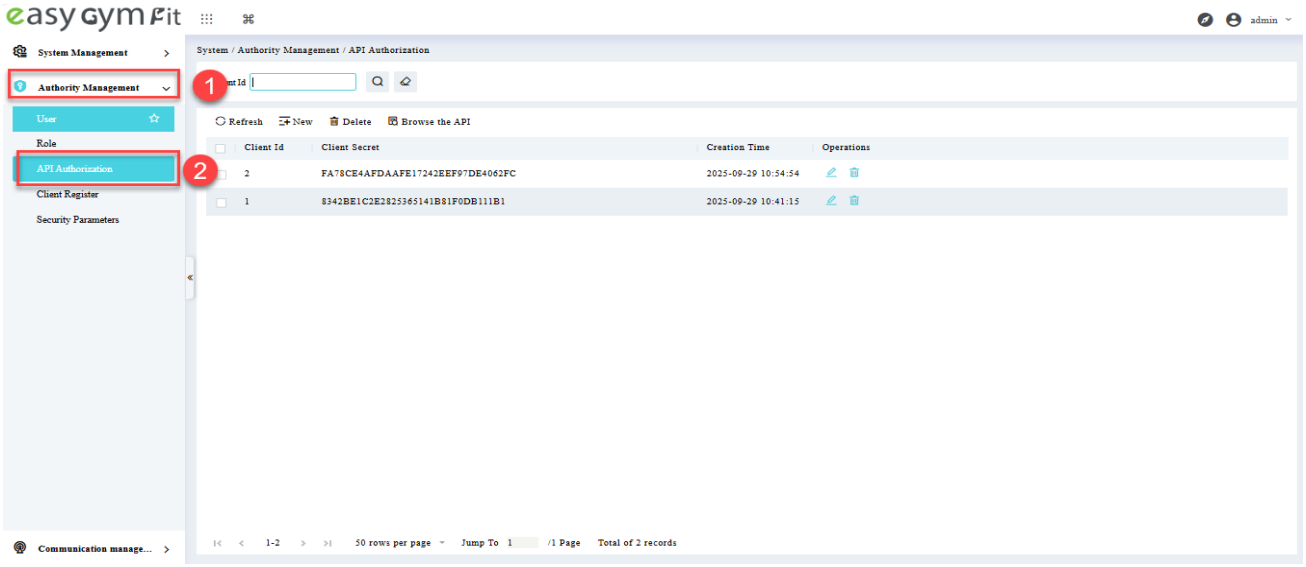
3.2.3 API Authorization

Click **System Management** > **Authority Management** > **API Authorization**, the Client Id list will be displayed here.



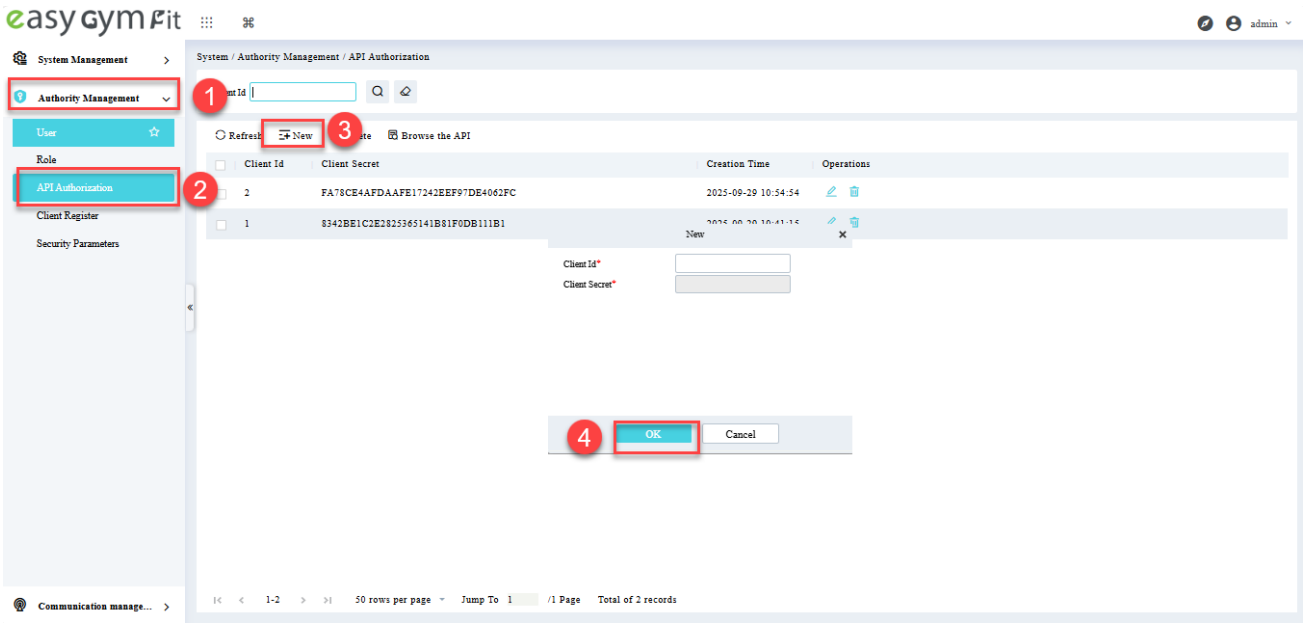
Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the API authorization page.

New

Step 1: Click System > Authority Management > API Authorization > New.

Step 2: Set the client id and client secret. Click **OK** to save.



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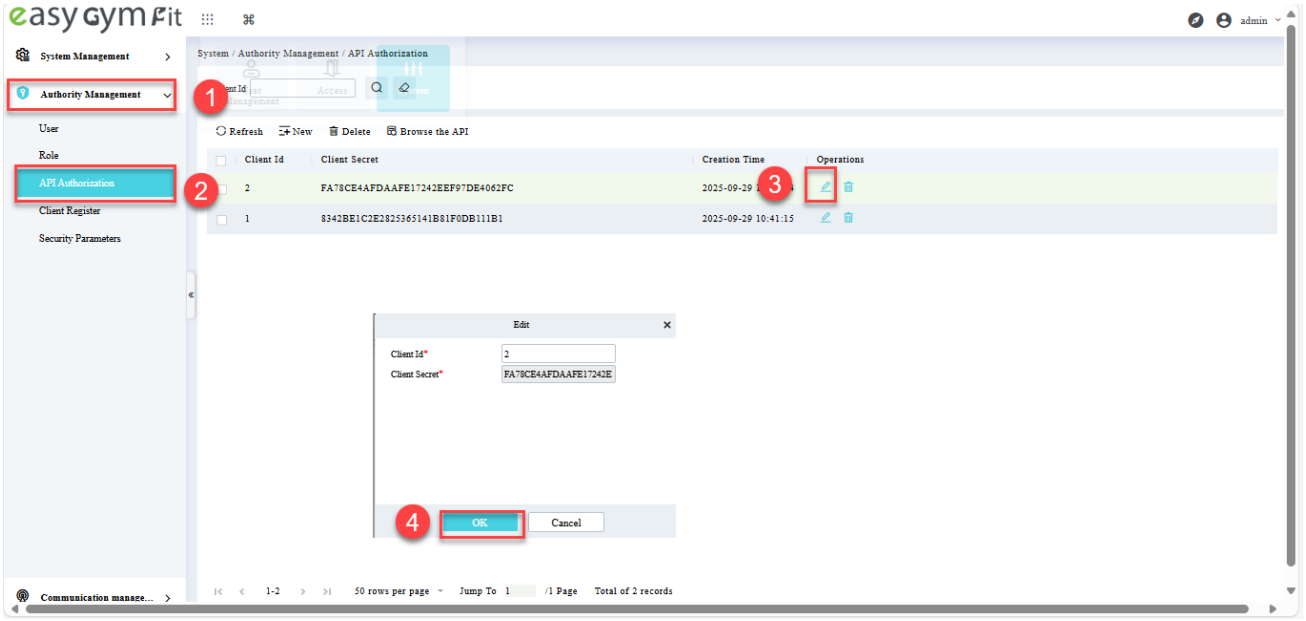
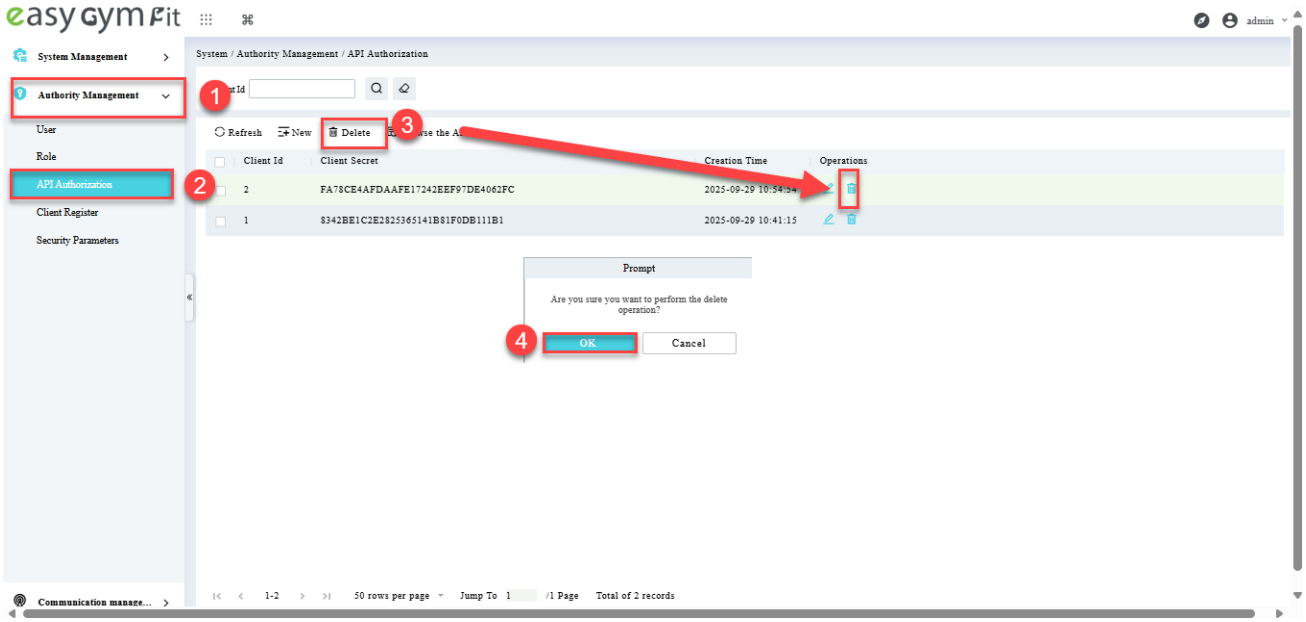
Edit

Click **Edit** icon then modify the client id and client secret, then click **OK.**



Delete

Select the Client ID, click on **Delete,** then click **OK** to delete the Client ID.



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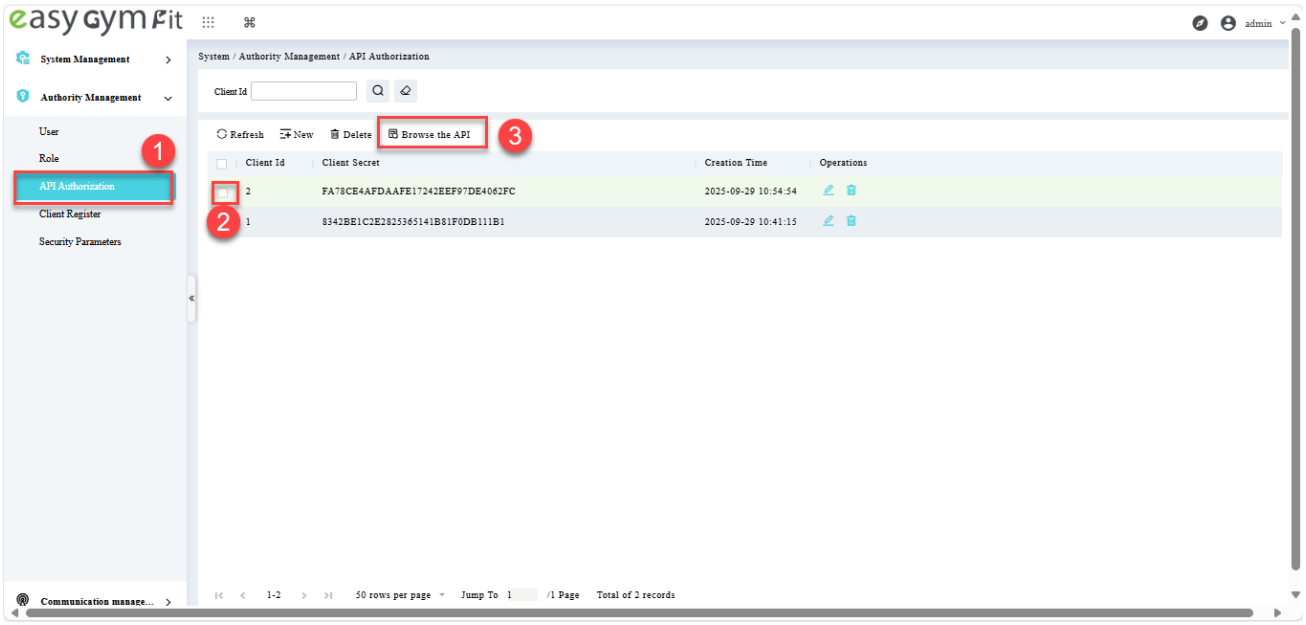
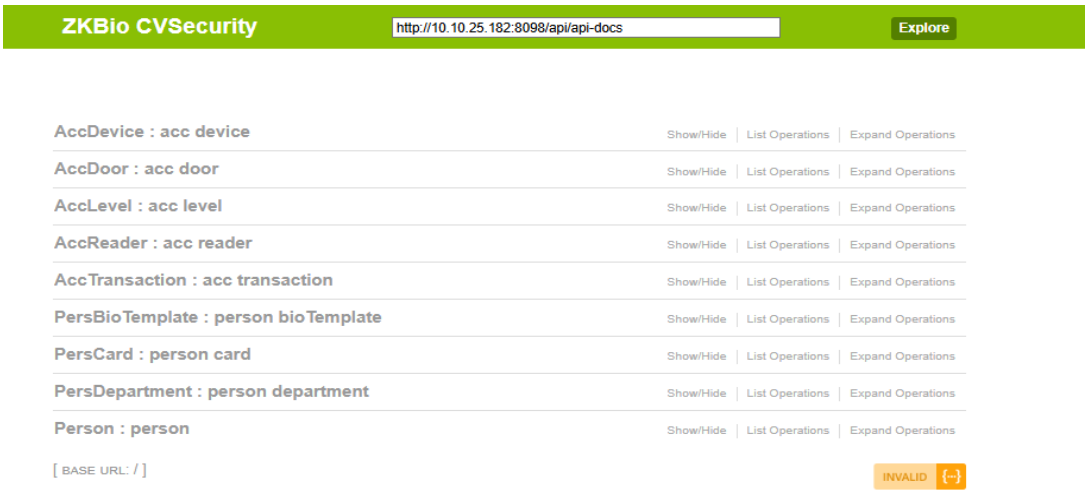
Browse the API

Select the Client ID, click on **Browse the API,** and then it probably shows you a catalog or interface where you can explore all the API functionalities available to authorized clients.





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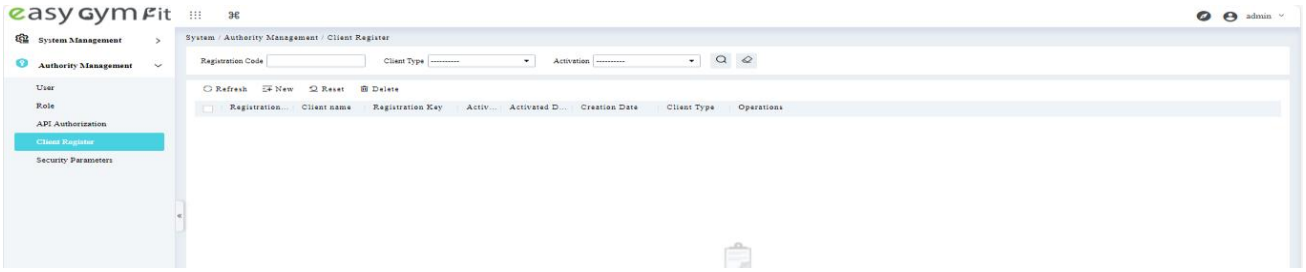
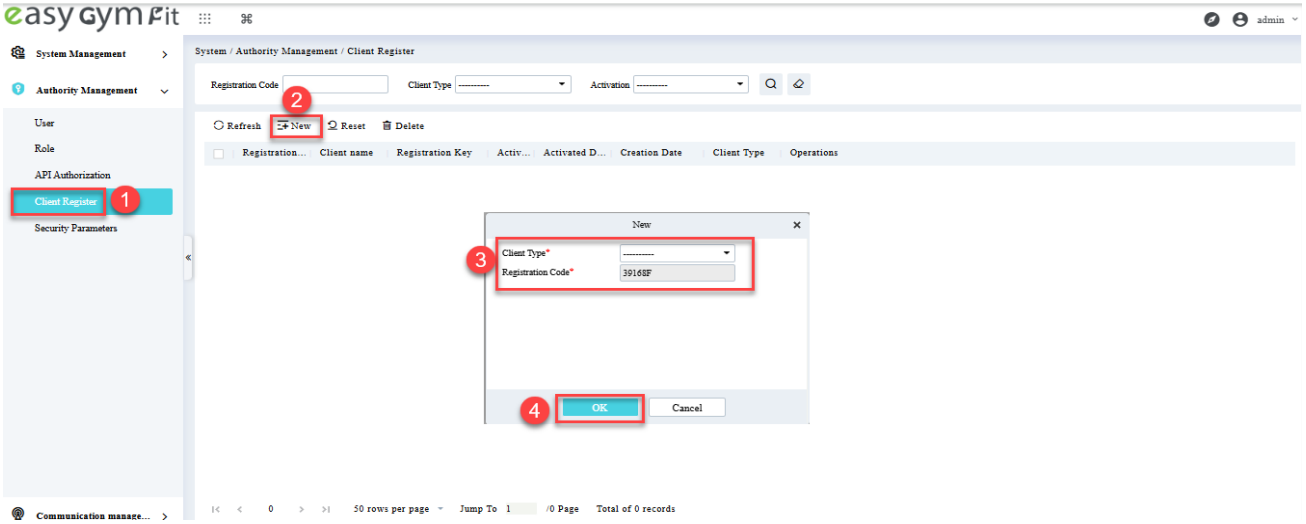
3.2.4 Client Register

User can add client types for the system and generate registration codes for client registrations of each module function. The number of allowed clients is controlled by the number of allowed points.



New

Step 1: Click **System Management** > **Authority Management** > **Client Authorization** > **New**



Parameter	Description
Client Type	The value can be APP Client, OCR-Personnel, OCR-Visitor, ID Reader-Personnel, ID Reader-Visitor or Signature-Visitor, Card Printing-Personnel, Card Printing-Visitor.
Registration Code	The registration code for APP Client is used under Network Settings on the APP login page and that for Print Card-Personnel is used under Parameter **Settings** > **Client Registration**. Only new registration codes added on the server are authorized and one registration code can be used by only one client.

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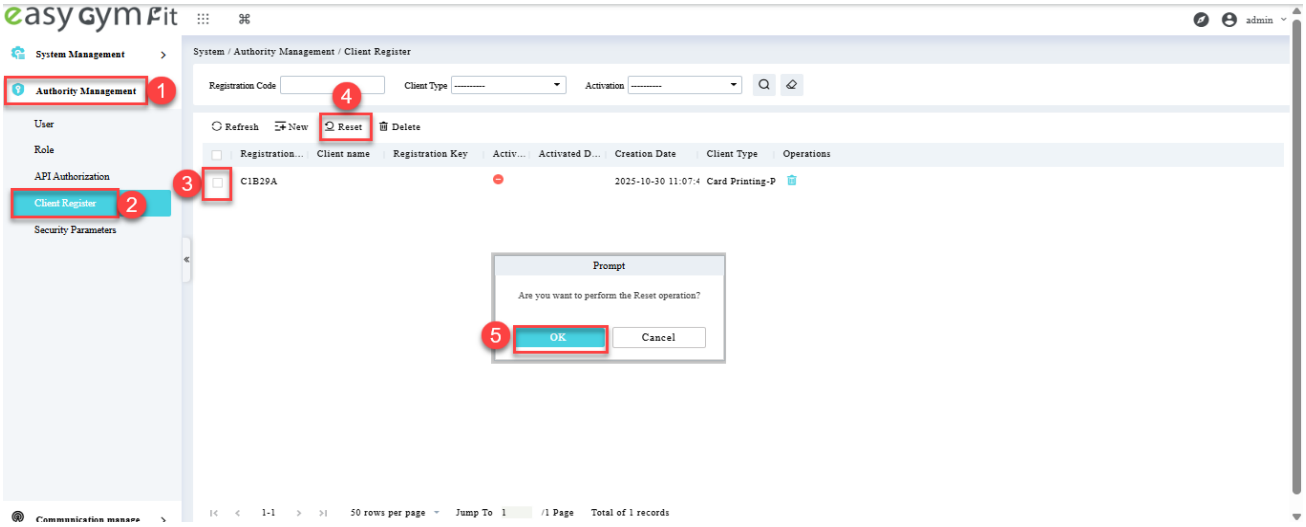
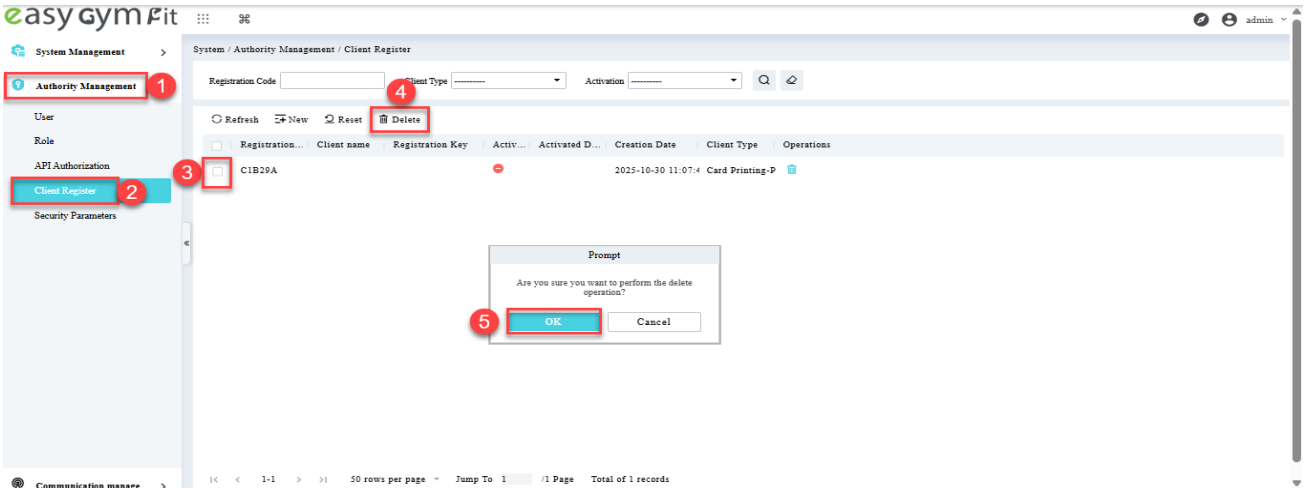
Reset

To reset a client, select the client and click **Reset.**



Delete

To delete a client, select the client and click **Delete** then click **OK** confirm to delete the client.



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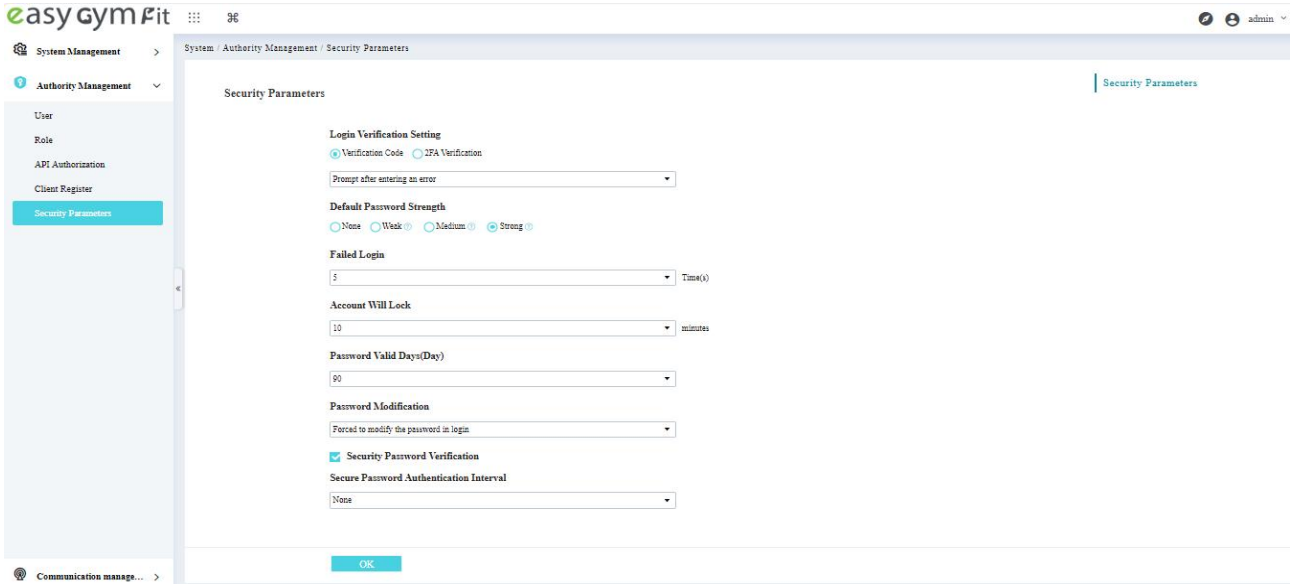
3.2.5 Security Parameters

Click **System Management** > **Authority Management** > **Security Parameters.**



Login verification setting It includes verification code, 2FA verification and Prompt after entering an error.

Do not open verification code: The system allows no verification code.

Open verification code: Users must fill in the verification code when logging in to the software.

Open after input error: The system will pop up a verification box after filling in the wrong Username and password.

- **Password Strength Setting**

The path is **System** -> **Authority Management**-> **Security Parameter.**

- **Lock Account**

The account will be locked if user fails to login the system as per the software setting. For example, if the system allows user to fill in wrong username and password 2 times. The system will be locked for 10 minutes after exceeding 2 times of operation.

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- **Password Valid Day (s)**

Users can set the validity as 30 days, 60 days or permanent. If password gets expired, user cannot login to the system.

- **Password Modification**

There are 2 options that the user can set. Not mandatory and forced to modify the next time user login.

Not mandatory: The system does not need to modify the initial password.

Forced to modify the next time user login: It is compulsory to modify the initial password after the second login.

- **Secure Password Authentication Interval**

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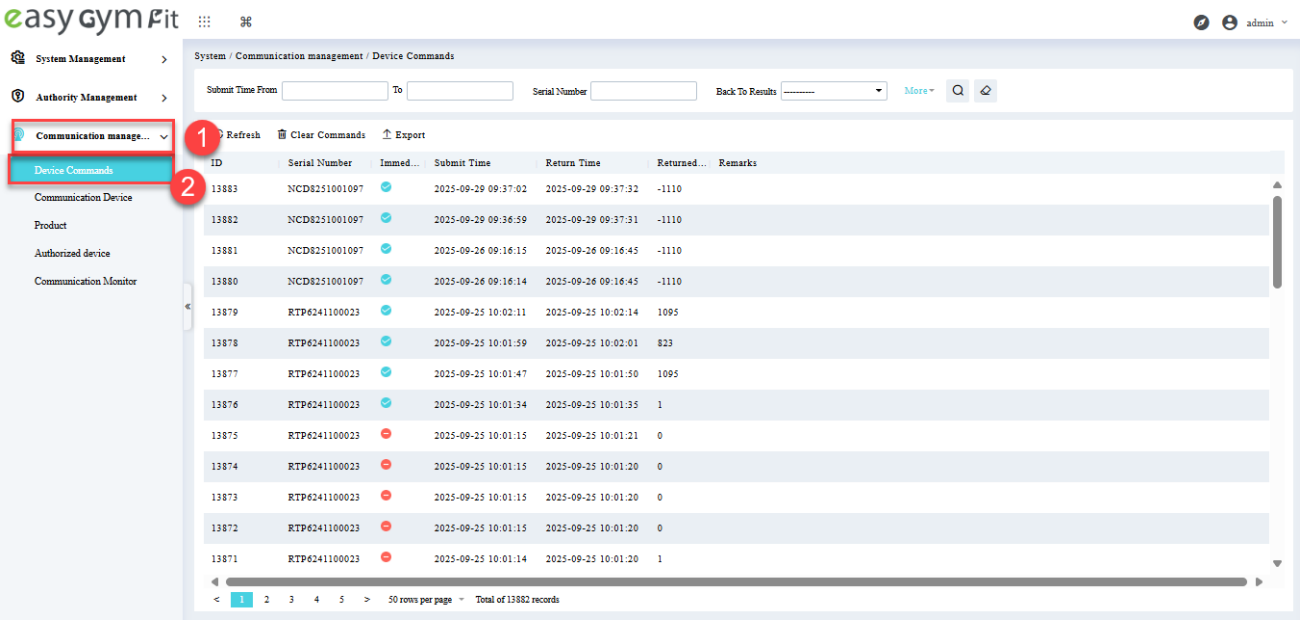
3.3 Communication Management

3.3.1 Device Commands

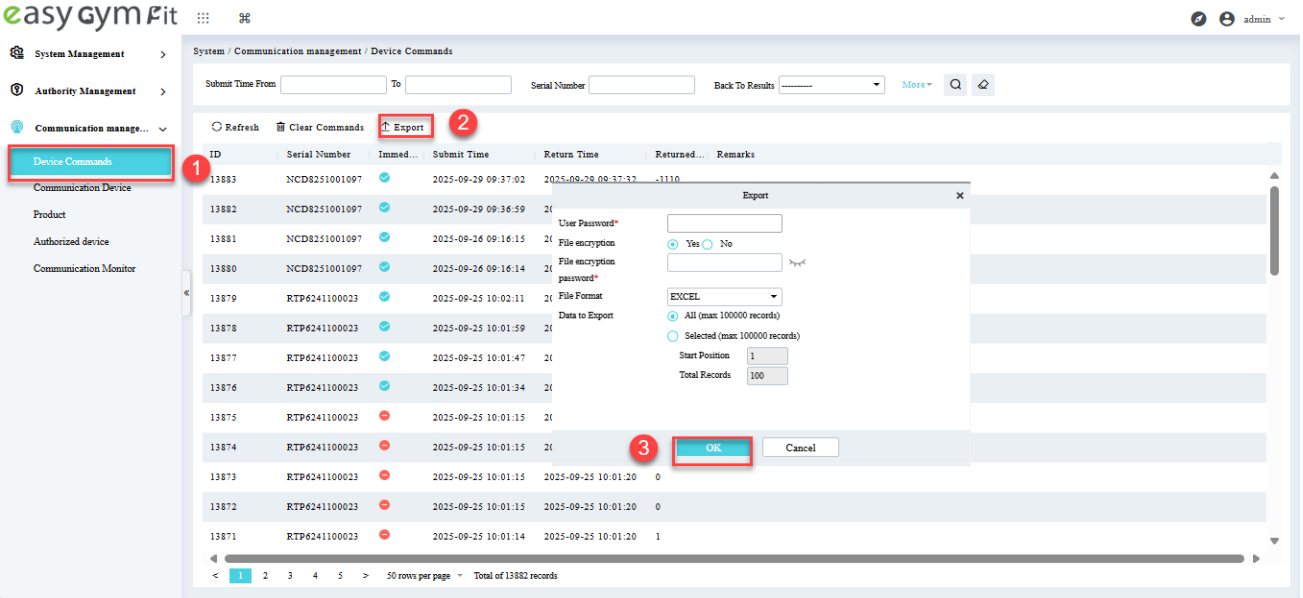
Click **System** > **Communication Management** > **Device Commands,** and the command lists will be displayed.



If the returned value is more than or equal to 0, the command is successfully issued. If the returned value is less than 0, the command fails to be issued.

Export

Export the command lists to the local host. User can export it to an Excel file. See the following figure.



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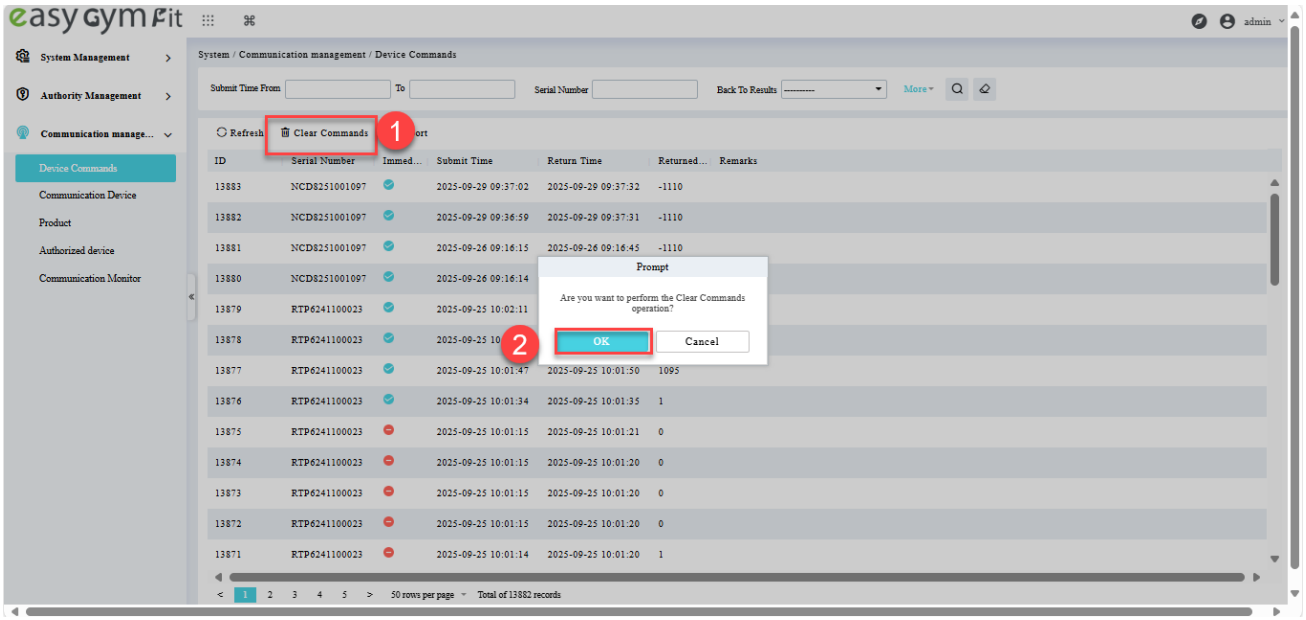
			Device Commands			
ID	Serial Number	Content	Immediately Cmd	Submit Time	Return Time	Returned Value
1504	20100501999	DATA UPDATE userauthorize Pin=2AuthorizeTimezoneId=1AuthorizeDoorId=1 Pin=1AuthorizeTimezoneId=1AuthorizeDoorId=1 ...	false	2017-12-18 10:51:15	2017-12-18 10:51:21	0
1502	20100501999	DATA UPDATE mulcarduser Pin=2CardNo=5dec02LossCardFlag=0CardType=0 Pin=1CardNo=4412c5LossCardFlag=0CardType=0 ...	false	2017-12-18 10:51:14	2017-12-18 10:51:21	0

Refresh

Click **Refresh** at the upper part of the list to load new temporary Device Commands.

Clear Commands

Click **Clear Commands** to clear the command lists.



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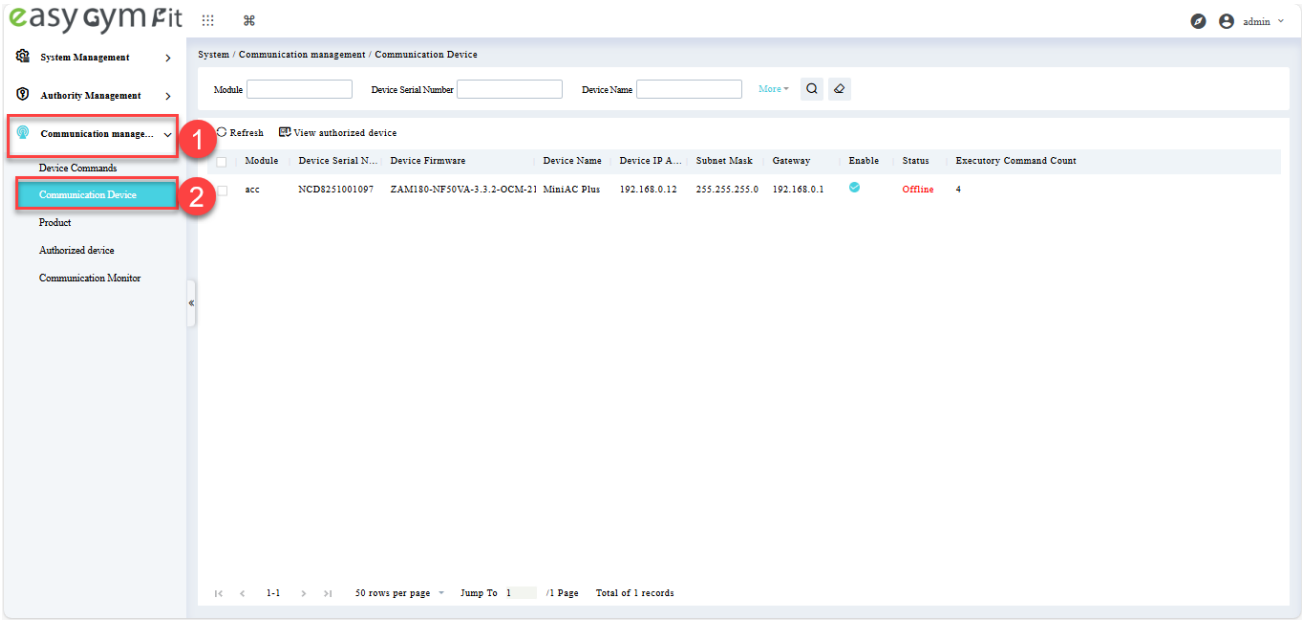
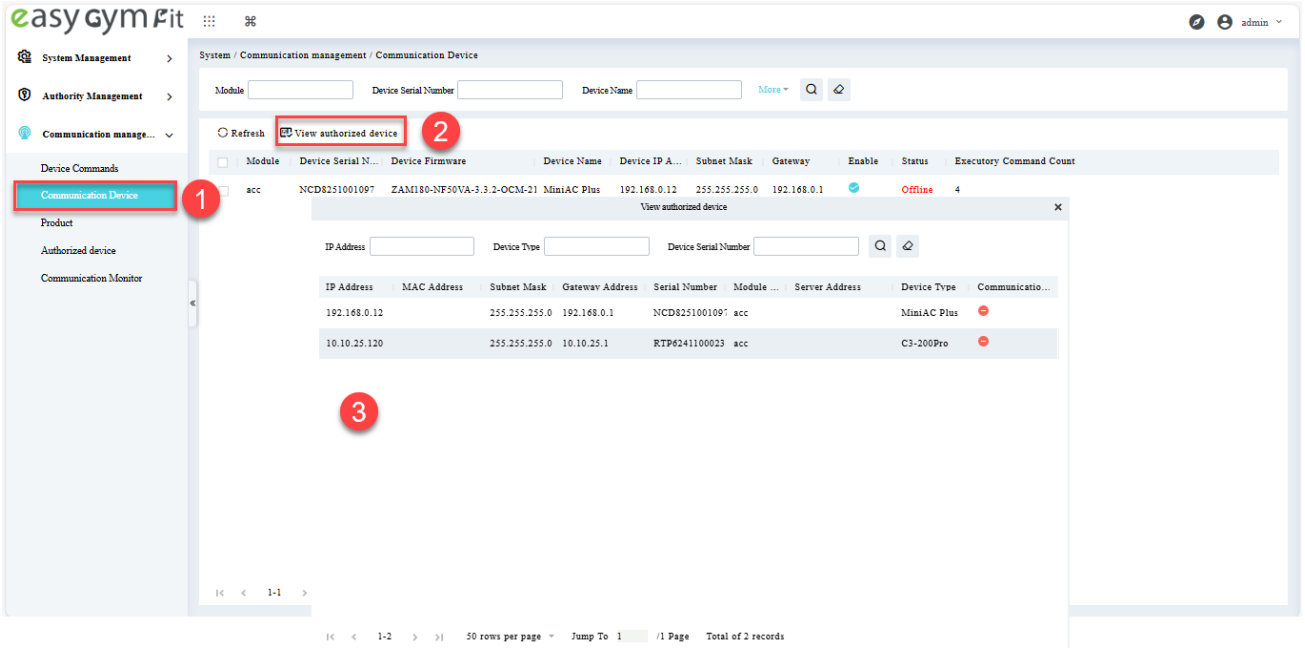
3.3.2 Communication Device

Click **System** > **Communication Management** > **Communication Device.** The user can view all equipment information and communication in the system. Detailed information such as accessed module, serial number, firmware version, IP address, communication status, and command execution, can be viewed.



View Authorized Device

View the authorized device information.



Refresh

Click **Refresh** at the upper part of the list to load the new temporary Communication Device.

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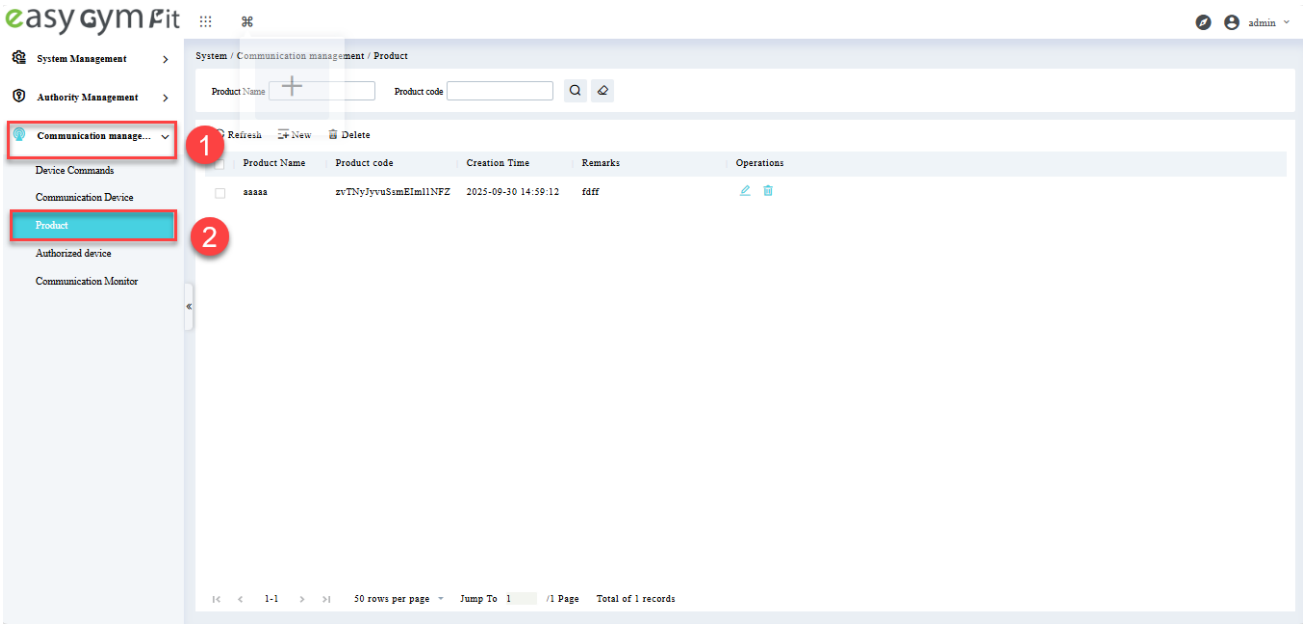
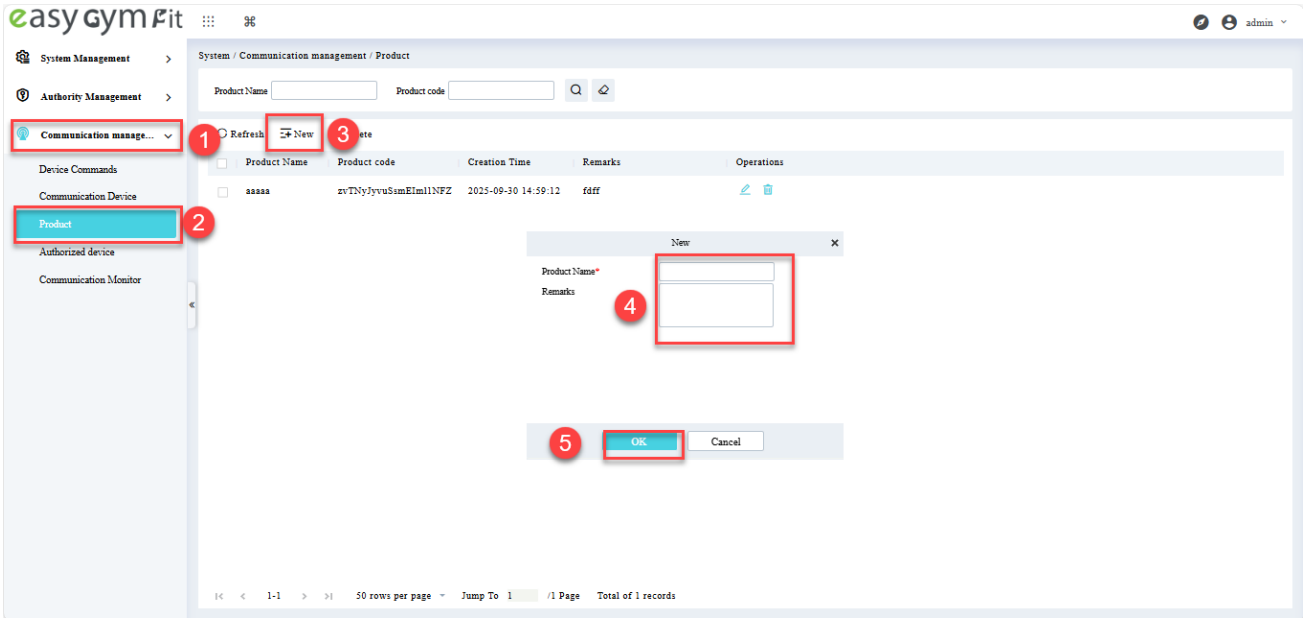
3.3.3 Product

Step 1: Click **System** > **Communication Management** > **Product,** and the product lists will be displayed.



New

Click **System** > **Communication Management** > **Product** > **New**, to add the new product name.



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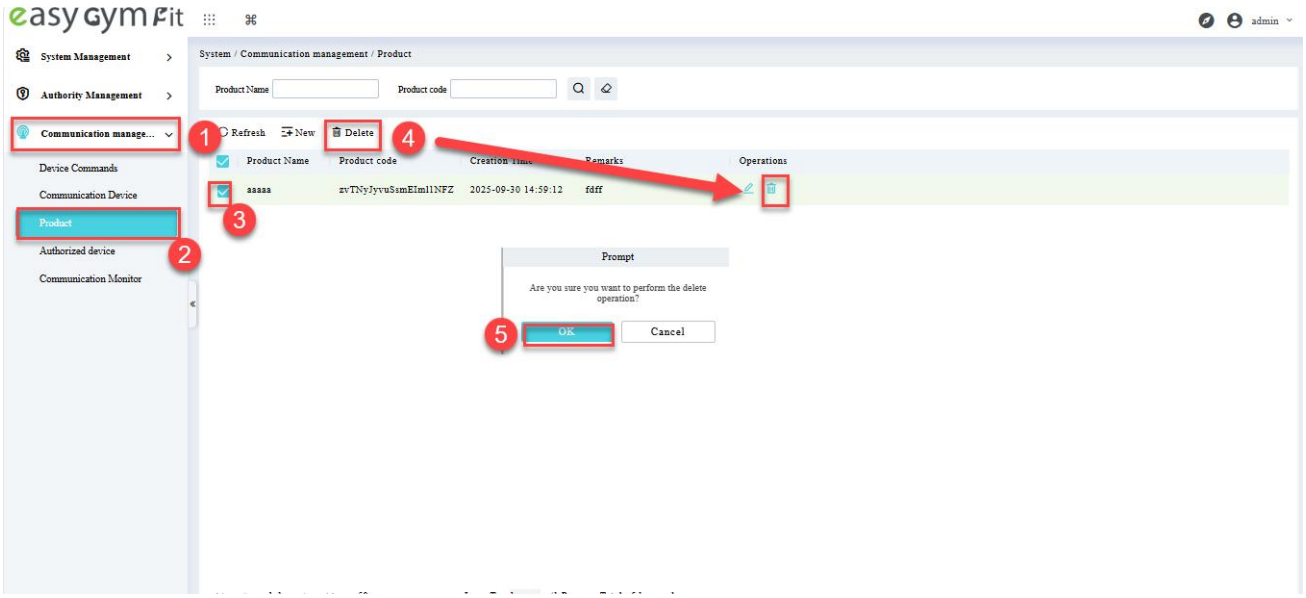
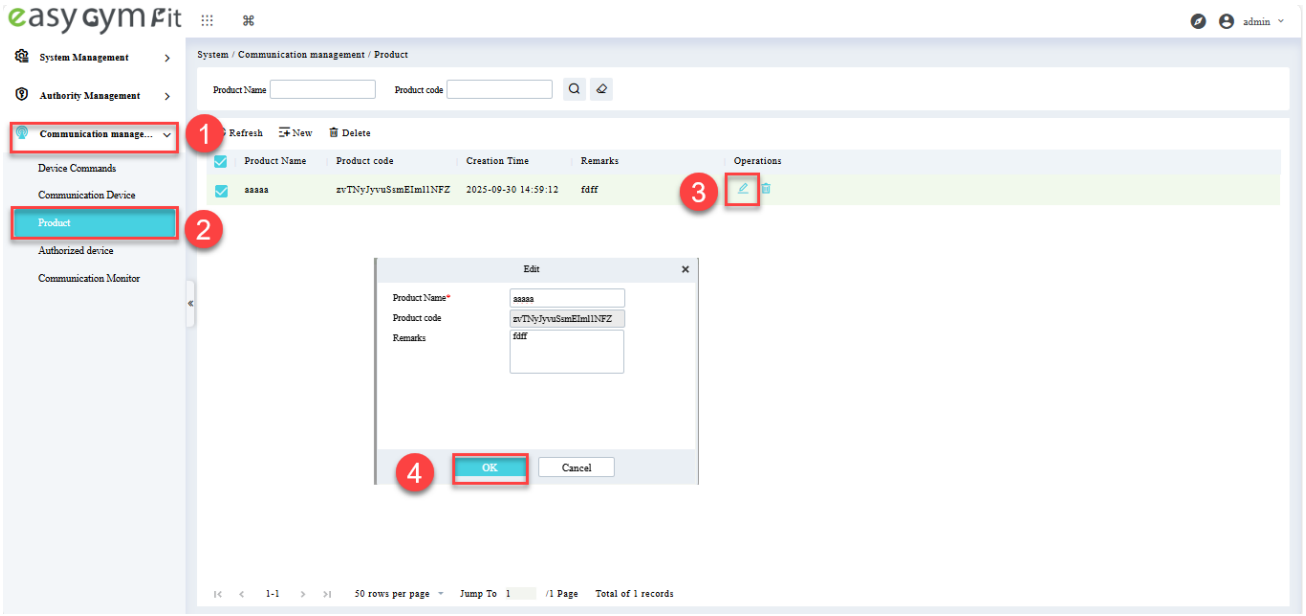
Delete

Select the product name, click **Delete** then click **OK** to delete the Product.



Edit

Click **Edit** to delete the Product information.



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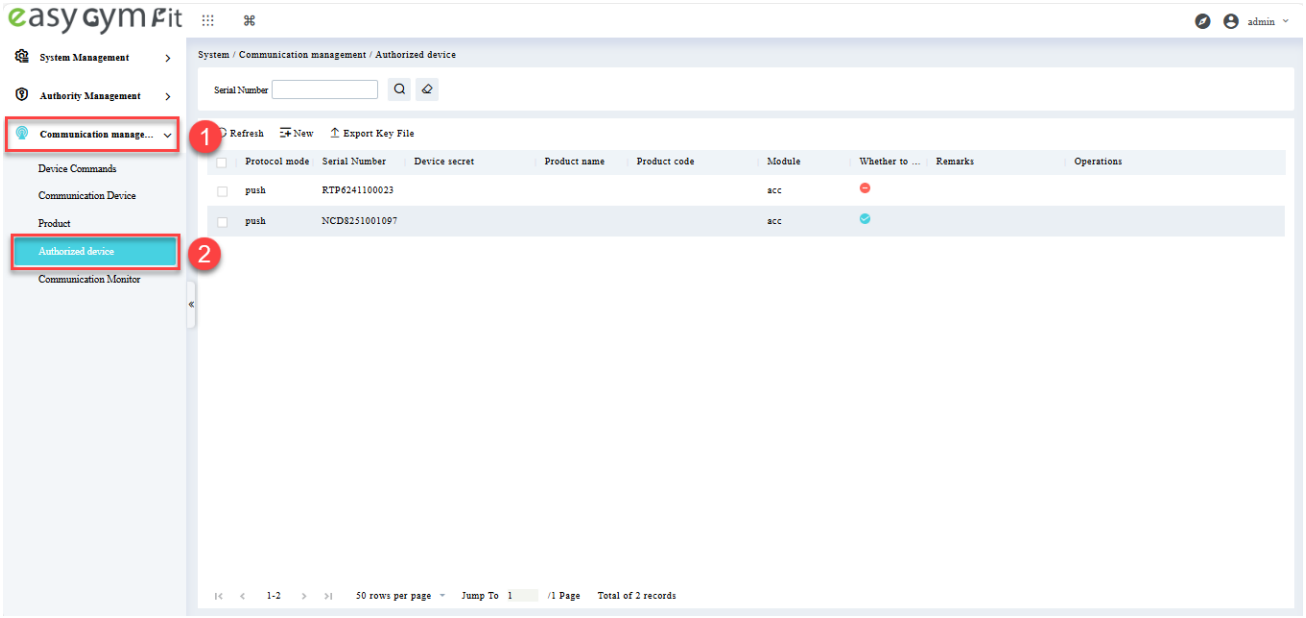
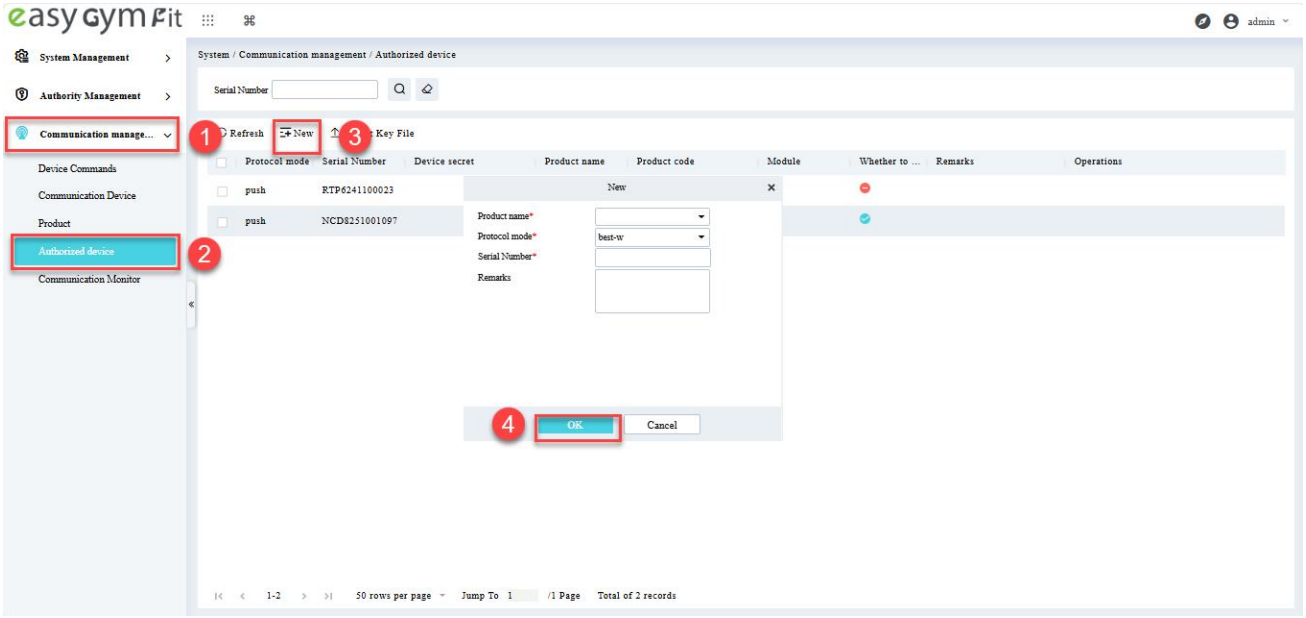
3.3.4 Authorized Device

Click **System** > **Communication Management** > **Authorized Device**, and the product lists will be displayed.



New

Click **System** > **Communication Management** > **Authorized Device** > **New**, to add the authorized product device.



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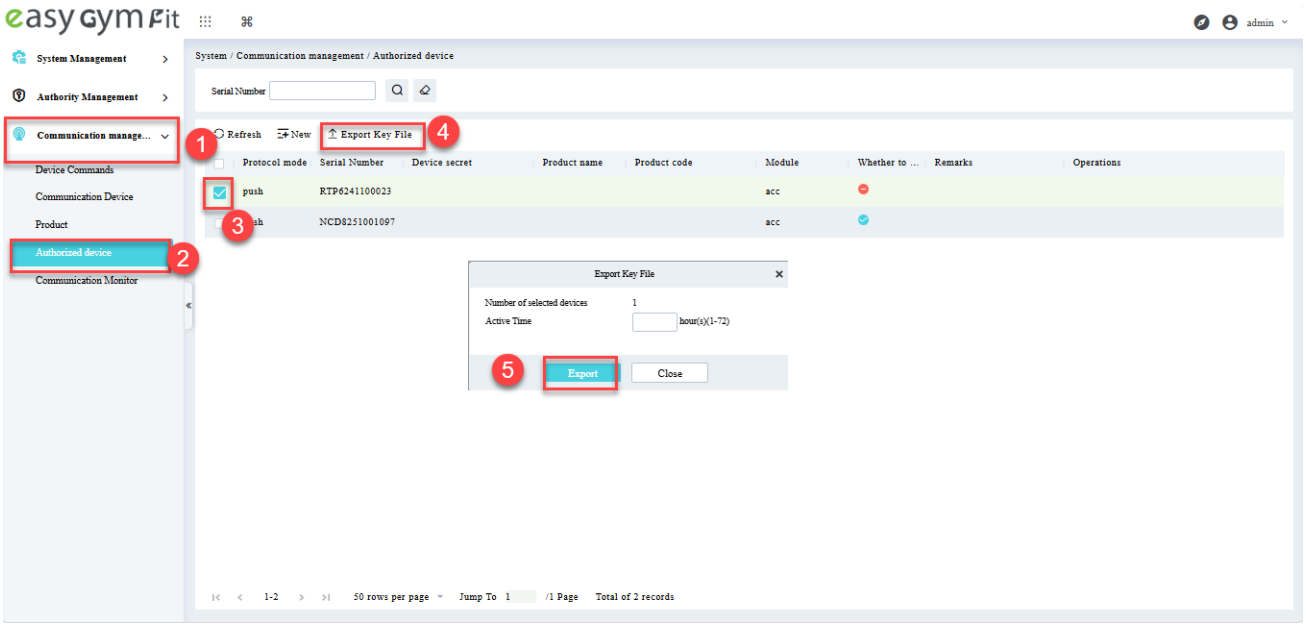
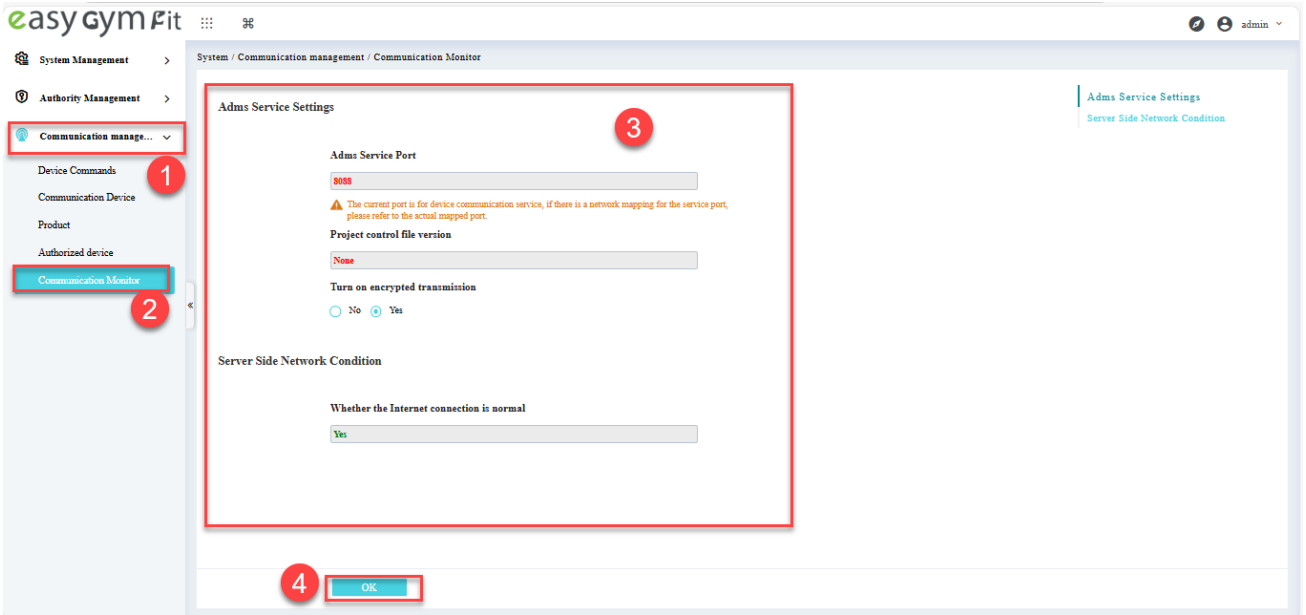
Export Key File

Click **System** > **Communication Management** > **Authorized Device,** select the protocols to export and click the **Export Key File,** to export the key file of the authorized product device.



3.3.5 Communication Monitor

Click **System** > **Communication Management** > **Communication Monitor**, and the communication mode will be displayed.



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